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# REGISTRATION INFORMATION

Summer 2020, Fall 2020 and Spring 2021

Registrar's Office  
2211 South Brook Street  
Suite LL 31  
(502)852-6522  
[louisville.edu/registrar](http://louisville.edu/registrar)

## Academic Advising

Academic advising at the University of Louisville is an ongoing, intentional, educational partnership dedicated to student academic success. The University is committed to an academic advising system that guides students to discover and pursue life goals, supports diverse and equitable educational experiences, advances students' intellectual and cultural development, and teaches students to become engaged, self-directed learners and competent decision makers.

Each individual undergraduate unit at the University offers quality academic advising services and has developed its own system for advising. This page provides information on how to find and contact your academic advisor based upon your unit of enrollment.

To determine who your academic advisor is, where their office is located, what the advising requirements are for your unit, and more select one of the links below:

### Undergraduate Student Advising:

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/academic-advising/#unitspecificadvisingpolicies>

### Graduate Student Advising:

<https://catalog.louisville.edu/graduate/programs-study/#byschooltext>

## Cardinal Core Program

The Cardinal Core program at the University of Louisville prepares students to do the advanced work needed for their baccalaureate degrees and prepares them to contribute to society throughout their lives through their professional work and civic engagement. The program emphasizes the development of key intellectual skills relevant to any career path: **critical thinking, quantitative reasoning, effective communication, and the understanding of historical, social, and cultural diversity**. Students will develop skills and acquire knowledge in the following content areas of Arts and Humanities, Historical Perspectives, Oral Communication, Quantitative Reasoning, Social and Behavioral Sciences, Natural Sciences, Written Communication, and the competency area of Diversity in the United States and Globally. Upon completion of the program, students will be prepared to analyze complex problems and evaluate possible courses of action in an environment characterized by diversity and the need for sustainable solutions.

### Cardinal Core Requirements (Effective Summer 2018)

Students should demonstrate proficiency (through course work or external credit) in the three skills areas (Written Communication, Oral Communication, and Quantitative Reasoning) before completing the first 30 degree-applicable credit

hours earned at UofL. Within 60 hours, the student should have completed 21 hours of Cardinal Core courses.

The Cardinal Core program requires a minimum of 31 credit hours from approved course categories as outlined in the table below. Students must complete a minimum of 12 hours in the Skills courses, a minimum of 19 hours in the Disciplinary Perspectives courses, and within the 31 hours students must accumulate 6 hours in Diversity credit. Academic advisors can guide students in the selection of courses.

		Minimum Number of Credit Hours
<b>Skills</b>	Written Communication (WC)	6
	Oral Communication (OC)	3
	Quantitative Reasoning (QR)	3
<b>Disciplinary Perspectives</b>	Arts & Humanities (AH)	6 (at least 2 courses from different disciplines)
	Social & Behavioral Sciences (SB) and Historical Perspective (SBH)	6 (at least 2 courses from different disciplines and 3 hrs. must be in Historical Perspective)
	Natural Sciences (S, SL, B)	7 (lecture and lab in a single discipline; an additional 3 hours in a second discipline)
<b>Diversity</b>	<i>US. Diversity (D1)</i>	*3
	<i>Global Diversity (D2)</i>	*3
	TOTAL:	31

For more information about the Cardinal Core Program go to :<http://Louisville.edu/provost/ger/> .

## Classroom Building Codes and Locations

- (O) - Off-Campus
- (H) - Health Sciences Campus
- (S) - Shelby Campus

**REGISTRATION INFORMATION**

<b>Bldg. Abbrev.</b>	<b>Bldg. Code</b>	<b>Building Name</b>	<b>Location</b>	<b>BC</b>	<b>(O)</b>	<b>Bullitt County</b>	<b>Off-Campus</b>
	87	Adult Commuter Center and Evening Student Services (ACCESS)	Belknap Campus	BCC	(H)	Brown Cancer Center	Health Science Campus
	41	Broadschi Hall	Belknap Campus	BH	21	Bigelow Hall, Miller Information Technology Center	Belknap Campus
	01	Grawemeyer Hall (Administration Building)	Belknap Campus	BR	02	Brigman Hall	Belknap Campus
	(I)	Information Center, North (next to Miller Hall)	Belknap Campus	BRESCIA	(O)	Brescia College	Off-Campus
	(I)	Information Center, West (on the Oval)	Belknap Campus	BS	90	Business, College of	Belknap Campus
	15	Administrative Annex	Belknap Campus	BT	11	Belknap Theatre (Playhouse)	Belknap Campus
	21	Miller Information Technology Center	Belknap Campus	BU	(S)	Burhans Hall	Shelby Campus
	39G	Minority Services Building	Belknap Campus	CA	(O)	Clinical Affiliates	Off-Campus
	75	Public Safety	Belknap Campus	CB	36	Chemistry Building	Belknap Campus
	4	Belknap Research Center	Belknap Campus	CC	82	Student Health and Counseling Center	Belknap Campus
LU (AD)	23	Lutz Hall (formerly Academic Bldg)	Belknap Campus	CG	26	Crawford Gymnasium	Belknap Campus
AH	(O)	Audubon Hospital	Off-Campus	CH	(O)	Children's Hospital	Off-Campus
AS	(H)	Audiology and Speech Pathology Center	Health Science Campus	CL	(O)	Crescent Hill Library	Off-Campus
BAPARK	(O)	Blackacre Park	Off-Campus	CO	43	Center for Urban and Economic Research	Belknap Campus
BASS-RUDD	111	Bass-Rudd Tennis Center	Belknap Campus	CP	(O)	Providian Center	Off-Campus

REGISTRATION INFORMATION

CR	(O)	Central House	Shelby Campus	FC	49A-C	Fraternity Complex	Belknap Campus
CS	(H)	Carmichael Building	Health Science Campus	FH	07	Ford Hall	Belknap Campus
DA	87	Davidson Hall	Belknap Campus	FK	(O)	Fort Knox Education Center	Off-Campus
DC(KL)	28	Duthie Center for Engineering (formally Kersey Library of Engineering, Physical Science, and Technology)	Belknap Campus	FP	(O)	Ford Assembly Plant	Off-Campus
DE	(H)	Dental School	Health Science Campus	GA	08	Gardiner Hall	Belknap Campus
DISTNCE ED	(O)	Distance Education Course	Off-Campus	GE	(O)	General Electric	Off-Campus
DO	29	Dougherty Hall	Belknap Campus	GH	10	Gottschalk Hall	Belknap Campus
DSGLF	(O)	Different Strokes Golf Course	Off-Campus	HA	(H)	School of Medicine/Research Tower	Health Science Campus
DU	(O)	Durrett Education Center	Off-Campus	HB	(H)	Instructional Building	Health Science Campus
EC	(O)	Elizabethtown Community College	Off-Campus	HC	(H)	School of Dentistry	Health Science Campus
ED	84	Education and Human Development, College of	Belknap Campus	HE	(O)	Henderson County	Off-Campus
EG	37	Engineering Graphics Building	Belknap Campus	HK	(H)	K Building--HSC	Health Science Campus
EH	33	Ernst Hall	Belknap Campus	HM	17	Humanities Building, Bingham	Belknap Campus

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HO	81	Houchens Building	Belknap Campus	LL	20	Library Lecture Lounge (in Schneider Hall)	Belknap Campus
HP	71	Studio Arts/HPES Building	Belknap Campus	LOU-ZOO (O)		Louisville Zoo	Off- Campus
HR	25A	Honors House	Belknap Campus	LR	(O)	LaGrange Training Trailer	Off- Campus
HU	(O)	Humana Gym	Off- Campus	LS	(O)	Local Schools	Off- Campus
IH	(O)	Iroquois High School	Off- Campus	LU	23	Lutz Hall	Belknap Campus
JC	(O)	Jefferson Community College	Off- Campus	LW	19	Louis D. Brandeis School of Law, Wyatt Hall	Belknap Campus
JE	(O)	Jewish Hospital	Off- Campus	MB	83	School of Music Building	Belknap Campus
JH	06	Jouett Hall	Belknap Campus	MH	(H)	Myers Hall	Health Science Campus
JR	01	Jefferson Room, Grawemeyer Hall	Belknap Campus	MI	38	Miller Hall	Belknap Campus
JS	30	James B. Speed Building	Belknap Campus	NA	12	Natatorium, Ralph Wright	Belknap Campus
JV	(O)	Jefferson State Vocational School 800 West Chestnut Street	Off- Campus	NC	(O)	Nelson County	Off- Campus
KH	(O)	Kosair Children's Hospital	Off- Campus	NH	(H)	Norton Hospital	Off- Campus
KS	(O)	Kentucky School for the Blind	Off- Campus	NM	(O)	Noe Middle School	Off- Campus
KY	(O)	Kentucky State University	Off- Campus	NS	34	Natural Sciences Building	Belknap Campus
LA	(O)	LaGrange Library	Off- Campus	OC	(O)	Oldham County	Off- Campus
LF	18	Life Sciences Building	Belknap Campus	OH	05	Oppenheimer Hall	Belknap Campus

REGISTRATION INFORMATION

OS		Class Meets out of state		TC		Triangle Courts, 3rd Street (across from Oval)	Belknap Campus
PA	03	Patterson Hall	Belknap Campus	TH	24	Threlkeld Hall	Belknap Campus
PH	11	Playhouse	Belknap Campus	TK	(O)	Fort Knox TV Course	Off-Campus
PO	20	Photo Lab (in Schneider Hall)	Belknap Campus	TO	(O)	Travel Out of City Required	Off-Campus
RH	44	Robbins Hall	Belknap Campus	TR	(O)	Trimble County	Off-Campus
SC	(O)	Spalding University	Off-Campus	TRAGER			
SE	(S)	Seminar Center	Shelby Campus	FLD	76A	Trager Field (Cardinal Park)	Belknap Campus
SH	31	Sackett Hall	Belknap Campus	TV		TV Courses	
SK	88	Strickler Hall	Belknap Campus	UA	09	University Archives and Records Center (in Ekstrom Library)	Belknap Campus
SL	20	Schneider Hall	Belknap Campus	UC	22	University Club & Alumni Center	Belknap Campus
SM		Speed Museum	Belknap Campus	UH	(H)	University of Louisville Hospital	Health Science Campus
SP	13	SPI-McCandless Hall	Belknap Campus	UP	(O)	United Parcel Service	Off-Campus
SS	(O)	St. Stephens Church	Off-Campus	VA	(O)	Veterans Hospital	Off-Campus
ST	27	Stevenson Hall	Belknap Campus	VB	99	Henry Vogt Building	Belknap Campus
SAC	16	Swain Student Activities Center	Belknap Campus	WK	(O)	Western Kentucky University	Off-Campus
TA	71	Theatre Arts Department	Belknap Campus	WS	32	William S. Speed Building	Belknap Campus
TB	100	Archaeological Survey/Transportation Center	Belknap Campus	YPAS		Youth Performing Arts	

## Declaring or Changing Majors

To change your major or declare your major, you must go to the advising unit or dean's office of your enrollment unit. A member of that office will assist you in selecting the appropriate degree and major for your area of interest.

## Drop/Add and Withdrawal Procedures

You may drop/add at any time during the Early Registration period after your first scheduled time for registration. You may also drop/add any time the system is available (see the Drop/Add and January Registration dates for web registration and in-office assistance; University offices will not re-open until January 4). Registrations for pass-fail or audit basis must be processed in the Registrar's Office.

Refer to the semester calendar for the last day to drop a course and have it deleted from your record and receive a 100% tuition reduction. After the last day of the drop-add period and up to the last day to drop without academic penalty, you may process your withdrawal using the web system. To process your withdrawal in person, complete a drop/add form and bring it to the Registrar's Office (room 31, Houchens Bldg). During this period, a grade of "W" is assigned to all withdrawn courses. After the last day to drop without academic penalty, you must have the approval of the dean's office.

100% tuition reductions are only granted through the last day of drop-add. Partial tuition reduction deadlines are listed on the [Semester Calendars](#) page.

## Final Exam Schedule for Fall

This exam schedule is for courses taught in Arts & Sciences, Business, Education, Kent, Music, Nursing, Public Health and Speed Scientific School.

In order to determine when your final exam will be given, find the meeting pattern for your class (e.g. If your class meeting time is on Tuesday & Thursday at 11:00 AM, then find "11:00 AM TR" in the chart below). Your final examination will be given on the date and time directly to the right of your meeting pattern (for the example given, the test date will be Thursday, Dec. 3, 11:30 - 2:00 PM).

**Class begins: .....Final Exam is:**

7:30 AM	M T W R	Tues., Dec. 8, 8:00AM - 10:30AM
<b>7:30 AM</b>	<b>M W</b>	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>
7:30 AM	T R	Thurs., Dec. 3, 8:00AM - 10:30AM
<b>7:50 AM</b>	<b>M W</b>	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>
8:00 AM	M T R F	Tues., Dec. 8, 8:00AM - 10:30AM
<b>8:00 AM</b>	<b>M T W F</b>	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>
8:00 AM	M T W R	Tues., Dec. 8, 8:00AM - 10:30AM
<b>8:00 AM</b>	<b>M W</b>	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>
8:00 AM	M W F	Tues., Dec. 8, 8:00AM - 10:30AM
<b>8:00 AM</b>	<b>M W R F</b>	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>
8:00 AM	T	Thurs., Dec. 3, 8:00AM - 10:30AM
<b>8:00 AM</b>	<b>T R</b>	<b>Thurs., Dec. 3, 8:00AM - 10:30AM</b>
8:15 AM	T R	Thurs., Dec. 3, 8:00AM - 10:30AM

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8:30 AM	M W	<b>Tues., Dec. 8, 8:00AM - 10:30AM</b>	9:30 AM	M W F	<b>Fri., Dec. 4, 8:00AM - 10:30AM</b>
8:30 AM	M W F	Tues., Dec. 8, 8:00AM - 10:30AM	9:30 AM	M W	Fri., Dec. 4, 8:00AM - 10:30AM
8:30 AM	T	<b>Thurs., Dec. 3, 8:00AM - 10:30AM</b>	9:30 AM	S	<b>Sat., Dec. 5, 8:00AM - 10:30AM</b>
8:30 AM	T R	Thurs., Dec. 3, 8:00AM - 10:30AM	9:30 AM	T R	Mon., Dec. 7, 8:00AM - 10:30AM
9:00 AM	M	<b>Fri., Dec. 4, 8:00AM - 10:30AM</b>	9:45 AM	T R	<b>Mon., Dec. 7, 8:00AM - 10:30AM</b>
9:00 AM	M F	Fri., Dec. 4, 8:00AM - 10:30AM	10:00 AM	M	Wed., Dec. 9, 8:00AM - 10:30AM
9:00 AM	M T W R F	<b>Fri., Dec. 4, 8:00AM - 10:30AM</b>	10:00 AM	M T W F	<b>Wed., Dec. 9, 8:00AM - 10:30AM</b>
9:00 AM	M T W R	Fri., Dec. 4, 8:00AM - 10:30AM	10:00 AM	M T R F	Wed., Dec. 9, 8:00AM - 10:30AM
9:00 AM	M W	<b>Fri., Dec. 4, 8:00AM - 10:30AM</b>	10:00 AM	M T W R	<b>Wed., Dec. 9, 8:00AM - 10:30AM</b>
9:00 AM	M W R	Fri., Dec. 4, 8:00AM - 10:30AM	10:00 AM	M W	Wed., Dec. 9, 8:00AM - 10:30AM
9:00 AM	M W F	<b>Fri., Dec. 4, 8:00AM - 10:30AM</b>	10:00 AM	M W F	<b>Wed., Dec. 9, 8:00AM - 10:30AM</b>
9:00 AM	M W R F	Fri., Dec. 4, 8:00AM - 10:30AM	10:00 AM	M W R F	Wed., Dec. 9, 8:00AM - 10:30AM
9:00 AM	S	<b>Sat., Dec. 5, 8:00AM - 10:30AM</b>	10:00 AM	T	<b>Mon., Dec. 7, 8:00AM - 10:30AM</b>
9:00 AM	T	Thurs., Dec. 3, 8:00AM - 10:30AM	10:00 AM	T R	Mon., Dec. 7, 8:00AM - 10:30AM
9:00 AM	T R	<b>Thurs., Dec. 3, 8:00AM - 10:30AM</b>	10:30 AM	M W F	<b>Wed., Dec. 9, 8:00AM - 10:30AM</b>
9:15 AM	S	Sat., Dec. 5, 8:00AM - 10:30AM	10:30 AM	M W	Wed., Dec. 9, 8:00AM - 10:30AM



REGISTRATION INFORMATION

10:30 AM	T R	<b>Thurs., Dec. 3, 11:30AM - 2:00PM</b>	12:30 PM	M W F	<b>Fri., Dec. 4, 11:30AM - 2:00PM</b>
11:00 AM	M T W R F	Mon., Dec. 7, 11:30AM - 2:00PM	12:40 PM	M T W F	Fri., Dec. 4, 11:30AM - 2:00PM
11:00 AM	M T W F	<b>Mon., Dec. 7, 11:30AM - 2:00PM</b>	12:40 PM	M W F	Fri., Dec. 4, 11:30 AM - 2:00PM
11:00 AM	M W	Mon., Dec. 7, 11:30AM - 2:00PM	1:00 PM	M	<b>Wed., Dec. 9, 2:30PM - 5:00PM</b>
11:00 AM	M W F	<b>Mon., Dec. 7, 11:30AM - 2:00PM</b>	1:00 PM	M T W R	Tues., Dec. 8, 2:30PM - 5:00PM
11:00 AM	M W R	Mon., Dec. 7, 11:30AM - 2:00PM	1:00 PM	M W	<b>Tues., Dec. 8, 2:30PM - 5:00PM</b>
11:00 AM	M W R F	<b>Mon., Dec. 7, 11:30AM - 2:00PM</b>	1:00 PM	M W F	Tues., Dec. 8, 2:30PM - 5:00PM
11:00 AM	T R	Thurs., Dec. 3, 11:30AM - 2:00PM	1:00 PM	M W R F	<b>Tues., Dec. 8, 2:30PM - 5:00PM</b>
11:30 AM	M T W R F	<b>Mon., Dec. 7, 11:30AM - 2:00PM</b>	1:00 PM	T	Fri., Dec. 4, 2:30PM - 5:00PM
11:30 AM	T R	Thurs., Dec. 3, 11:30AM - 2:00PM	1:00 PM	T R	<b>Fri., Dec. 4, 2:30PM - 5:00PM</b>
12:00 PM	M T W R F	<b>Fri., Dec. 4, 11:30AM - 2:00PM</b>	1:00 PM	W	Tues., Dec. 8, 2:30PM - 5:00pm
12:00 PM	M W	Fri., Dec. 4, 11:30AM - 2:00PM	1:15 PM	S	<b>Sat., Dec. 5, 11:30AM - 2:00PM</b>
12:00 PM	M W F	<b>Fri., Dec. 4, 11:30AM - 2:00PM</b>	1:25 PM	M W	Tues., Dec. 8, 2:30PM - 5:00PM
12:00 PM	M W R F	Fri., Dec. 4, 11:30AM - 2:00PM	1:30 PM	M W	<b>Tues., Dec. 8, 2:30PM - 5:00PM</b>
12:00 PM	T	<b>Tues., Dec. 8, 11:30AM - 2:00PM</b>	1:30 PM	T R	Fri., Dec. 4, 2:30PM - 5:00PM
12:00 PM	T R	Tues., Dec. 8, 11:30AM - 2:00PM	2:00 PM	M	<b>Wed., Dec. 9, 2:30PM - 5:00PM</b>

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2:00 PM	M R F	Wed., Dec. 9, 2:30PM - 5:00PM	4:00 PM	M W F	Sat., Dec. 5, 1:45PM - 4:15PM
<b>2:00 PM</b>	<b>M T W R F</b>	<b>Wed., Dec. 9, 2:30PM - 5:00PM</b>	<b>4:00 PM</b>	<b>T</b>	<b>Sat., Dec. 5, 4:45PM - 7:15PM</b>
2:00 PM	M W	Wed., Dec. 9, 2:30PM - 5:00PM	4:00 PM	T R	Sat., Dec. 5, 4:45PM - 7:15PM
<b>2:00 PM</b>	<b>M W F</b>	<b>Wed., Dec. 9, 2:30PM - 5:00PM</b>	<b>4:00 PM</b>	<b>W</b>	<b>Sat., Dec. 5, 1:45PM - 4:15PM</b>
2:00 PM	T	Wed., Dec. 9, 11:30AM - 2:00PM	4:00 PM	R	Sat., Dec. 5, 4:45PM - 7:15PM
<b>2:00 PM</b>	<b>T R</b>	<b>Wed., Dec. 9, 11:30AM - 2:00PM</b>	<b>4:30 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 5:30PM - 8:00PM</b>
2:30 PM	M W	Wed., Dec. 9, 2:30PM - 5:00PM	4:30 PM	M W	Mon., Dec. 7, 5:30PM - 8:00PM
<b>2:30 PM</b>	<b>T</b>	<b>Wed., Dec. 9, 11:30AM - 2:00PM</b>	<b>4:30 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 5:30PM - 8:00PM</b>
2:30 PM	T R	Wed., Dec. 9, 11:30AM - 2:00PM	4:30 PM	T R	Tues., Dec. 8, 5:30PM - 8:00PM
<b>3:00 PM</b>	<b>M T W R</b>	<b>Thurs., Dec. 3, 2:30PM - 5:00PM</b>	<b>4:30 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 5:30PM - 8:00PM</b>
3:00 PM	M W F	Thurs., Dec. 3, 2:30PM - 5:00PM	4:30 PM	R	Thurs., Dec. 3, 5:30PM - 8:00PM
<b>3:00 PM</b>	<b>M W</b>	<b>Thurs., Dec. 3, 2:30PM - 5:00PM</b>	<b>5:00 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 5:30PM - 8:00PM</b>
3:00 PM	T R	Wed., Dec. 9, 11:30AM - 2:00PM	5:00 PM	M W	Wed., Dec. 9, 5:30PM - 8:00PM
<b>3:30 PM</b>	<b>M W F</b>	<b>Thurs., Dec. 3, 2:30PM - 5:00PM</b>	<b>5:00 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 5:30PM - 8:00PM</b>
4:00 PM	M	Sat., Dec. 5, 1:45PM - 4:15PM	5:00 PM	T R	Thurs., Dec. 3, 5:30PM - 8:00PM
<b>4:00 PM</b>	<b>M W</b>	<b>Sat., Dec. 5, 1:45PM - 4:15PM</b>	<b>5:00 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 5:30PM - 8:00PM</b>

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5:00 PM	R	Thurs., Dec. 3, 5:30PM - 8:00PM	6:00 PM	M W	Wed., Dec. 9, 8:10PM - 10:40PM
<b>5:15 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 5:30PM - 8:00PM</b>	<b>6:00 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 8:10PM - 10:40PM</b>
5:15 PM	M W	Mon., Dec. 7, 5:30PM - 8:00PM	6:00 PM	T R	Tues., Dec. 8, 8:10PM - 10:40PM
<b>5:15 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 5:30PM - 8:40PM</b>	<b>6:00 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 8:10PM - 10:40PM</b>
5:15 PM	T R	Tues., Dec. 8, 5:30PM - 8:00PM	6:00 PM	R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>5:15 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 5:30PM - 8:00PM</b>	<b>6:30 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>
5:15 PM	R	Thurs., Dec. 3, 5:30PM - 8:00PM	6:30 PM	M W	Mon., Dec. 7, 8:10PM - 10:40PM
<b>5:30 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 5:30PM - 8:00PM</b>	<b>6:30 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 8:10PM - 10:40PM</b>
5:30 PM	M T W R	Wed., Dec. 9, 5:30PM - 8:00PM	6:30 PM	T R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>5:30 PM</b>	<b>M W</b>	<b>Wed., Dec. 9, 5:30PM - 8:00PM</b>	<b>6:30 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 8:10PM - 10:40PM</b>
5:30 PM	T	Tues., Dec. 8, 5:30PM - 8:00PM	6:30 PM	R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>5:30 PM</b>	<b>T R</b>	<b>Thurs., Dec. 3, 5:30PM - 8:00PM</b>	<b>7:00 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>
5:30 PM	W	Wed., Dec. 9, 5:30PM - 8:00PM	7:00 PM	M W	Wed., Dec. 9, 8:10PM - 10:40PM
<b>5:30 PM</b>	<b>W F</b>	<b>Wed., Dec. 9, 5:30PM - 8:00PM</b>	<b>7:00 PM</b>	<b>T</b>	<b>Tues., Dec. 8, 8:10PM - 10:40PM</b>
5:30 PM	R	Thurs., Dec. 3, 5:30PM - 8:00PM	7:00 PM	T R	Tues., Dec. 8, 8:10PM - 10:40PM
<b>6:00 PM</b>	<b>M</b>	<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>	<b>7:00 PM</b>	<b>W</b>	<b>Wed., Dec. 9, 8:10PM - 10:40PM</b>

REGISTRATION INFORMATION

7:00 PM		R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>7:10 PM</b>	<b>M</b>		<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>
7:10 PM		T	Tues., Dec. 8, 8:10PM - 10:40PM
<b>7:10 PM</b>		<b>W</b>	<b>Wed., Dec. 9, 8:10PM - 10:40PM</b>
7:10 PM		R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>7:15 PM</b>	<b>M</b>	<b>W</b>	<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>
7:15 PM		W	Wed., Dec. 9, 8:10PM - 10:40PM
<b>7:30 PM</b>	<b>M</b>		<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>
7:30 PM	M	W	Mon., Dec. 7, 8:10PM - 10:40PM
<b>7:30 PM</b>		<b>T R</b>	<b>Thurs., Dec. 3, 8:10PM - 10:40PM</b>
7:30 PM		W	Wed., Dec. 9, 8:10PM - 10:40PM
<b>7:30 PM</b>		<b>R</b>	<b>Thurs., Dec. 3, 8:10PM - 10:40PM</b>
7:50 PM		R	Thurs., Dec. 3, 8:10PM - 10:40PM
<b>7:50 PM</b>		<b>T</b>	<b>Tues., Dec. 8, 8:10PM - 10:40PM</b>
8:00 PM	M		Mon., Dec. 7, 8:10PM - 10:40PM
<b>8:30PM</b>	<b>M</b>	<b>W</b>	<b>Mon., Dec. 7, 8:10PM - 10:40PM</b>

COMBINED SECTIONS	Sat., Dec. 5, 8:00AM - 10:30AM
COMBINED SECTIONS	Sat., Dec. 5, 11:00AM - 1:30PM
COMBINED SECTIONS	Mon., Dec. 7, 2:30PM - 5:00PM

**WEEKEND CLASS FINAL EXAMS** will be given on the same day and time (Dec. 4, 5, or 6) as the regularly scheduled classes. Not all combinations of meeting times are scheduled, especially single meeting times. Please consult the appropriate Dean's Office if clarification is needed. Arrangements for combined section exams are the responsibility of the instructors for these courses. All combined section exams must be cleared in advance through the Dean's Office. If a student has more than one combined section exam at the same time, he or she should report the problem to one of the instructors for resolution.

## Final Exam for Spring

This exam schedule is for courses taught in Arts & Sciences, Business, Ed  
 In order to determine when your final exam will be given, find the meeting Thursday at 11:00 AM, then find "11:00 AM TR" in the chart below). You right of your meeting pattern (for the example given, the test date will be T

<b>Class begins:</b>					<b>Final Exam is:</b>
7:30 AM	M	T	W	R	Thurs., April 29, 8:00AM - 10:30AM
<b>7:30 AM</b>	<b>M</b>		<b>W</b>		<b>Thurs., April 29, 8:00AM - 10:30AM</b>
7:30 AM		T		R	Mon., April 26, 8:00AM - 10:30AM
<b>7:50 AM</b>	<b>M</b>		<b>W</b>		<b>Thurs., April 29, 8:00AM - 10:30AM</b>

REGISTRATION INFORMATION

8:00 AM	M	T	R	F	Thurs., April 29, 8:00AM - 10:30AM	9:00 AM	M	T	W	R	Tues., April 27, 8:00AM - 10:30AM	
<b>8:00 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>F</b>	<b>Thurs., April 29, 8:00AM - 10:30AM</b>	<b>9:00 AM</b>	<b>M</b>		<b>W</b>		<b>Tues., April 27, 8:00AM - 10:30AM</b>	
8:00 AM	M	T	W	R	Thurs., April 29, 8:00AM - 10:30AM	9:00 AM	M		W	R	Tues., April 27, 8:00AM - 10:30AM	
<b>8:00 AM</b>	<b>M</b>		<b>W</b>		<b>Thurs., April 29, 8:00AM - 10:30AM</b>	<b>9:00 AM</b>	<b>M</b>		<b>W</b>	<b>F</b>	<b>Tues., April 27, 8:00AM - 10:30AM</b>	
8:00 AM	M		W	F	Thurs., April 29, 8:00AM - 10:30AM	9:00 AM	M		W	R	F	Tues., April 27, 8:00AM - 10:30AM
<b>8:00 AM</b>	<b>M</b>		<b>W</b>	<b>R</b>	<b>F</b>	<b>Thurs., April 29, 8:00AM - 10:30AM</b>	<b>9:00 AM</b>				<b>S</b>	<b>Sat., April 24, 8:00AM - 10:30AM</b>
8:00 AM			T		Mon., April 26, 8:00AM - 10:30AM	9:00 AM			T			Mon., April 26, 8:00AM - 10:30AM
<b>8:00 AM</b>			<b>T</b>		<b>R</b>	<b>Mon., April 26, 8:00AM - 10:30AM</b>	<b>9:00 AM</b>		<b>T</b>		<b>R</b>	<b>Mon., April 26, 8:00AM - 10:30AM</b>
8:15 AM			T		R	Mon., April 26, 8:00AM - 10:30AM	9:15 AM				<b>S</b>	Sat., April 24, 8:00AM - 10:30AM
<b>8:30 AM</b>	<b>M</b>		<b>W</b>		<b>Thurs., April 29, 8:00AM - 10:30AM</b>	<b>9:30 AM</b>	<b>M</b>		<b>W</b>	<b>F</b>	<b>Tues., April 27, 8:00AM - 10:30AM</b>	
8:30 AM	M		W	F	Thurs., April 29, 8:00AM - 10:30AM	9:30 AM	M		W		Tues., April 27, 8:00AM - 10:30AM	
<b>8:30 AM</b>			<b>T</b>		<b>Mon., April 26, 8:00AM - 10:30AM</b>	<b>9:30 AM</b>					<b>S</b>	<b>Sat., April 24, 8:00AM - 10:30AM</b>
8:30 AM			T		R	Mon., April 26, 8:00AM - 10:30AM	9:30 AM			T	R	Wed., April 28, 8:00AM - 10:30AM
<b>9:00 AM</b>	<b>M</b>				<b>Tues., April 27, 8:00AM - 10:30AM</b>	<b>9:45 AM</b>			<b>T</b>		<b>R</b>	<b>Wed., April 28, 8:00AM - 10:30AM</b>
9:00 AM	M			F	Tues., April 27, 8:00AM - 10:30AM	10:00 AM	M					Fri., April 23, 8:00AM - 10:30AM
<b>9:00 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>	<b>Tues., April 27, 8:00AM - 10:30AM</b>	<b>10:00 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>F</b>	<b>Fri., April 23, 8:00AM - 10:30AM</b>

REGISTRATION INFORMATION

10:00 AM	M	T	R	F	Fri., April 23, 8:00AM - 10:30AM	11:00 AM	T	R	Thurs., April 29, 11:30AM - 2:00PM			
<b>10:00 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>Fri., April 23, 8:00AM - 10:30AM</b>	<b>11:30 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>	<b>Wed., April 28, 11:30AM - 2:00PM</b>
10:00 AM	M	W			Fri., April 23, 8:00AM - 10:30AM	11:30 AM	T	R	Thurs., April 29, 11:30AM - 2:00PM			
<b>10:00 AM</b>	<b>M</b>	<b>W</b>	<b>F</b>		<b>Fri., April 23, 8:00AM - 10:30AM</b>	<b>12:00 PM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>	<b>Tues., April 27, 11:30AM - 2:00PM</b>
10:00 AM	M	W	R	F	Fri., April 23, 8:00AM - 10:30AM	12:00 PM	M	W				Tues., April 27, 11:30AM - 2:00PM
<b>10:00 AM</b>		<b>T</b>			<b>Wed., April 28, 8:00AM - 10:30AM</b>	<b>12:00 PM</b>	<b>M</b>	<b>W</b>	<b>F</b>			<b>Tues., April 27, 11:30AM - 2:00PM</b>
10:00 AM		T	R		Wed., April 28, 8:00AM - 10:30AM	12:00 PM		T				Mon., April 26, 11:30AM - 2:00PM
<b>10:30 AM</b>	<b>M</b>	<b>W</b>	<b>F</b>		<b>Fri., April 23, 8:00AM - 10:30AM</b>	<b>12:00 PM</b>		<b>T</b>	<b>R</b>			<b>Mon., April 26, 11:30AM - 2:00PM</b>
10:30 AM	M	W			Fri., April 23, 8:00AM - 10:30AM	12:30 PM	M	W	F			Tues., April 27, 11:30AM - 2:00PM
<b>10:30 AM</b>		<b>T</b>	<b>R</b>		<b>Thurs., April 29, 11:30AM - 2:00PM</b>	<b>12:40 PM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>F</b>		<b>Tues., April 27, 11:30AM - 2:00PM</b>
11:00 AM	M	T	W	R	F	Wed., April 28, 11:30AM - 2:00PM	12:40 PM	M	W	F		Tues., April 27, 11:30 AM - 2:00PM
<b>11:00 AM</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>F</b>	<b>Wed., April 28, 11:30AM - 2:00PM</b>	<b>1:00 PM</b>	<b>M</b>					<b>Fri., April 23, 2:30PM - 5:00PM</b>
11:00 AM	M	W			Wed., April 28, 11:30AM - 2:00PM	1:00 PM	M	T	W	R		Thurs., April 29, 2:30PM - 5:00PM
<b>11:00 AM</b>	<b>M</b>	<b>W</b>	<b>F</b>		<b>Wed., April 28, 11:30AM - 2:00PM</b>	<b>1:00 PM</b>	<b>M</b>	<b>W</b>				<b>Thurs., April 29, 2:30PM - 5:00PM</b>
11:00 AM	M	W	R		Wed., April 28, 11:30AM - 2:00PM	1:00 PM	M	W	F			Thurs., April 29, 2:30PM - 5:00PM
<b>11:00 AM</b>	<b>M</b>	<b>W</b>	<b>R</b>	<b>F</b>	<b>Wed., April 28, 11:30AM - 2:00PM</b>	<b>1:00 PM</b>	<b>M</b>	<b>W</b>	<b>R</b>	<b>F</b>		<b>Thurs., April 29, 2:30PM - 5:00PM</b>

REGISTRATION INFORMATION

1:00 PM	T	Tues., April 27, 2:30PM - 5:00PM	2:30 PM	T R	Fri., April 23, 11:30AM - 2:00PM
<b>1:00 PM</b>	<b>T R</b>	<b>Tues., April 27, 2:30PM - 5:00PM</b>	<b>3:00 PM</b>	<b>M T W R</b>	<b>Mon., April 26, 2:30PM - 5:00PM</b>
1:00 PM	W	Thurs., April 29, 2:30PM - 5:00pm	3:00 PM	M W F	Mon., April 26, 2:30PM - 5:00PM
<b>1:15 PM</b>	<b>S</b>	<b>Sat., April 24, 11:30AM - 2:00PM</b>	<b>3:00 PM</b>	<b>M W</b>	<b>Mon., April 26, 2:30PM - 5:00PM</b>
1:25 PM	M W	Thurs., April 29, 2:30PM - 5:00PM	3:00 PM	T R	Fri., April 23, 11:30AM - 2:00PM
<b>1:30 PM</b>	<b>M W</b>	<b>Thurs., April 29, 2:30PM - 5:00PM</b>	<b>3:30 PM</b>	<b>M W F</b>	<b>Mon., April 26, 2:30PM - 5:00PM</b>
1:30 PM	T R	Tues., April 27, 2:30PM - 5:00PM	4:00 PM	M	Sat., April 24, 1:45PM - 4:15PM
<b>2:00 PM</b>	<b>M</b>	<b>Fri., April 23, 2:30PM - 5:00PM</b>	<b>4:00 PM</b>	<b>M W</b>	<b>Sat., April 24, 1:45PM - 4:15PM</b>
2:00 PM	M R F	Fri., April 23, 2:30PM - 5:00PM	4:00 PM	M W F	Sat., April 24, 1:45PM - 4:15PM
<b>2:00 PM</b>	<b>M T W R F</b>	<b>Fri., April 23, 2:30PM - 5:00PM</b>	<b>4:00 PM</b>	<b>T</b>	<b>Sat., April 24, 4:45PM - 7:15PM</b>
2:00 PM	M W	Fri., April 23, 2:30PM - 5:00PM	4:00 PM	T R	Sat., April 24, 4:45PM - 7:15PM
<b>2:00 PM</b>	<b>M W F</b>	<b>Fri., April 23, 2:30PM - 5:00PM</b>	<b>4:00 PM</b>	<b>W</b>	<b>Sat., April 24, 1:45PM - 4:15PM</b>
2:00 PM	T	Fri., April 23, 11:30AM - 2:00PM	4:00 PM	R	Sat., April 24, 4:45PM - 7:15PM
<b>2:00 PM</b>	<b>T R</b>	<b>Fri., April 23, 11:30AM - 2:00PM</b>	<b>4:30 PM</b>	<b>M</b>	<b>Wed., April 28, 5:30PM - 8:00PM</b>
2:30 PM	M W	Fri., April 23, 2:30PM - 5:00PM	4:30 PM	M W	Wed., April 28, 5:30PM - 8:00PM
<b>2:30 PM</b>	<b>T</b>	<b>Fri., April 23, 11:30AM - 2:00PM</b>	<b>4:30 PM</b>	<b>T</b>	<b>Thurs., April 29, 5:30PM - 8:00PM</b>

REGISTRATION INFORMATION

4:30 PM	T	R	Thurs., April 29, 5:30PM - 8:00PM	5:30 PM	M	T W R	Fri., April 23, 5:30PM - 8:00PM
<b>4:30 PM</b>		W	<b>Fri., April 23, 5:30PM - 8:00PM</b>	<b>5:30 PM</b>	M	W	<b>Fri., April 23, 5:30PM - 8:00PM</b>
4:30 PM		R	Mon., April 26, 5:30PM - 8:00PM	5:30 PM		T	Thurs., April 29, 5:30PM - 8:00PM
<b>5:00 PM</b>	M		<b>Wed., April 28, 5:30PM - 8:00PM</b>	<b>5:30 PM</b>		T R	<b>Mon., April 26, 5:30PM - 8:00PM</b>
5:00 PM	M	W	Fri., April 23, 5:30PM - 8:00PM	5:30 PM		W	Fri., April 23, 5:30PM - 8:00PM
<b>5:00 PM</b>		T	<b>Thurs., April 29, 5:30PM - 8:00PM</b>	<b>5:30 PM</b>		W F	<b>Fri., April 23, 5:30PM - 8:00PM</b>
5:00 PM		T	Mon., April 26, 5:30PM - 8:00PM	5:30 PM		R	Mon., April 26, 5:30PM - 8:00PM
<b>5:00 PM</b>		W	<b>Fri., April 23, 5:30PM - 8:00PM</b>	<b>6:00 PM</b>	M		<b>Wed., April 28, 8:10PM - 10:40PM</b>
5:00 PM		R	Mon., April 26, 5:30PM - 8:00PM	6:00 PM	M	W	Fri., April 23, 8:10PM - 10:40PM
<b>5:15 PM</b>	M		<b>Wed., April 28, 5:30PM - 8:00PM</b>	<b>6:00 PM</b>		T	<b>Thurs., April 29, 8:10PM - 10:40PM</b>
5:15 PM	M	W	Wed., April 28, 5:30PM - 8:00PM	6:00 PM		T R	Thurs., April 29, 8:10PM - 10:40PM
<b>5:15 PM</b>		T	<b>Thurs., April 29, 5:30PM - 8:40PM</b>	<b>6:00 PM</b>		W	<b>Fri., April 23, 8:10PM - 10:40PM</b>
5:15 PM		T	Thurs., April 29, 5:30PM - 8:00PM	6:00 PM		R	Mon., April 26, 8:10PM - 10:40PM
<b>5:15 PM</b>		W	<b>Fri., April 23, 5:30PM - 8:00PM</b>	<b>6:30 PM</b>	M		<b>Wed., April 28, 8:10PM - 10:40PM</b>
5:15 PM		R	Mon., April 26, 5:30PM - 8:00PM	6:30 PM	M	W	Wed., April 28, 8:10PM - 10:40PM
<b>5:30 PM</b>	M		<b>Wed., April 28, 5:30PM - 8:00PM</b>	<b>6:30 PM</b>		T	<b>Thurs., April 29, 8:10PM - 10:40PM</b>



REGISTRATION INFORMATION

6:30 PM	T	R	Mon., April 26, 8:10PM - 10:40PM	7:30 PM	M	W	Wed., April 28, 8:10PM - 10:40PM	
<b>6:30 PM</b>		W	<b>Fri., April 23, 8:10PM - 10:40PM</b>	<b>7:30 PM</b>		T	<b>R</b>	<b>Mon., April 26, 8:10PM - 10:40PM</b>
6:30 PM		R	Mon., April 26, 8:10PM - 10:40PM	7:30 PM		W		Fri., April 23, 8:10PM - 10:40PM
<b>7:00 PM</b>	M		<b>Wed., April 28, 8:10PM - 10:40PM</b>	<b>7:30 PM</b>			R	<b>Mon., April 26, 8:10PM - 10:40PM</b>
7:00 PM	M	W	Fri., April 23, 8:10PM - 10:40PM	7:50 PM			R	Mon., April 26, 8:10PM - 10:40PM
<b>7:00 PM</b>		T	<b>Thurs., April 29, 8:10PM - 10:40PM</b>	<b>7:50 PM</b>			T	<b>Thurs., April 29, 8:10PM - 10:40PM</b>
7:00 PM		T	Thurs., April 29, 8:10PM - 10:40PM	8:00 PM	M			Wed., April 28, 8:10PM - 10:40PM
<b>7:00 PM</b>		W	<b>Fri., April 23, 8:10PM - 10:40PM</b>	<b>8:30PM</b>	M	W		<b>Wed., April 28, 8:10PM - 10:40PM</b>
7:00 PM		R	Mon., April 26, 8:10PM - 10:40PM	COMBINED SECTIONS				Sat., April 24, 8:00AM - 10:30AM
<b>7:10 PM</b>	M		<b>Wed., April 28, 8:10PM - 10:40PM</b>	COMBINED SECTIONS				Sat., April 24, 11:00AM - 1:30PM
7:10 PM		T	Thurs., April 29, 8:10PM - 10:40PM	COMBINED SECTIONS				Wed., April 28, 2:30PM - 5:00PM
<b>7:10 PM</b>		W	<b>Fri., April 23, 8:10PM - 10:40PM</b>					
7:10 PM		R	Mon., April 26, 8:10PM - 10:40PM					
<b>7:15 PM</b>	M	W	<b>Wed., April 28, 8:10PM - 10:40PM</b>					
7:15 PM		W	Fri., April 23, 8:10PM - 10:40PM					
<b>7:30 PM</b>	M		<b>Wed., April 28, 8:10PM - 10:40PM</b>					

**WEEKEND CLASS FINAL EXAMS** will be given on the same day and time (April 23, 24, or 25) as the regularly scheduled classes. Not all combinations of meeting times are scheduled, especially single meeting times. Please consult the appropriate Dean's Office if clarification is needed. Arrangements for combined section exams are the responsibility of the instructors for these courses. All combined section exams must be cleared in advance through the Dean's Office. If a student has more than one combined section exam at the same time, he or she should report the problem to one of the instructors for resolution.

## Lapsing of Incompletes

Deadline for instructors to submit grades to the Registrar's Office to remove incompletes from:

**Fall 2019 = Tuesday, December 1, 2020 (deadline extended due to Pandemic)**

**Spring or Summer 2020 = Tuesday, December 1, 2020**

**Fall 2020 = Wednesday, April 21, 2021**

**\*\*\*Incompletes NOT removed by these dates will be lapsed to F's.\*\***

## Metroversity

Metroversity is an option in Spring and Fall semesters only. There is no Summer Metroversity program.

U of L students going to other schools in the Metroversity system:

1. You must register for a minimum of 12 hours, of which no more than 6 credit hours (or up to 8 hours, if two 4-hour courses) may be taken away from U of L.
2. Obtain the Metroversity form from the Registrar's Office at U of L.
3. Complete the Metroversity Form and have it approved by your advisor or department chairman and your Dean's Office or Advising Center.
4. Obtain the signature of the U of L Registrar.
5. Register for all your courses including your Metroversity course(s). Metroversity subjects are listed as separate sections under the subject "Metroversity."
6. Complete registration at the visiting institution as directed by your host registrar.

### Students Visiting U of L

Your eligibility for classes is determined by available class space.

1. Obtain all necessary signatures on your Metroversity Form from your home school. No more than 6 credit hours (or up to 8 hours if two 4-hour courses) may be taken at U of L.
2. You must bring your completed form to the Registrar's Office located in the Houchens Building, Room 31, from August 17-21 for Fall 2020 or January 11-15 for Spring 2021 to ensure processing (provided space is available).

3. Special course or lab fees are the responsibility of the student and must be paid when the registration form is submitted.  
The University reserves the right to limit participation in the Metroversity program.

## Web Registration Hours

The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am (provided it is a valid period for registration and/or drop/add). Due to this expansion of hours, there may be some times when the system will be down that are unplanned. If you try and are unable to access the system, please contact the appropriate department at the following times:

Normal Registrar's Office Hours

Monday-Friday, 9:00 a.m.-5:00 p.m., contact the Registrar's Office at (502) 852-6522. All other times contact the Information Technology HelpDesk at (502) 852-7997.

## Speed School Co-op Dates

**Summer 2020:** May 11 - Aug. 14, 2020

**Fall 2020:** Aug. 17 - Dec. 11, 2020

**Spring 2021:** Jan. 4 - May 7, 2021

## Registration Process

There are several options available when beginning the registration process, depending on when you register and the path desired.

BROWSE PLANNER CATALOG or MY PLANNER allows you to browse the course catalog and select courses of interest for current and future semesters.

CLASS SEARCH AND ENROLL allows you to search for courses or add classes directly to your Shopping Cart.

SHOPPING CART is a 'holding area' for courses which you have selected for the given semester but have not officially added to your semester class schedule.

**Note: Each Semester you must complete Pre-Registration questions before you may proceed to enrollment.**

**Browse Planner Catalog/My Planner**—use the Browse Planner Catalog and narrow your course selection for each term, *planning* your schedule ahead of time

1. Go to [ulink.louisville.edu](http://ulink.louisville.edu).
2. Sign in with your UL username and password.
3. Click on the Manage Classes Tile.
4. On the left sidebar, select Browse Planner Catalog or My Planner

### **Browse Planner Catalog**

1. You may search classes in the search bar or click Additional ways to search right below the search bar.
2. Additional ways to search allows for more search options for courses.
3. Search for Course. Ex: ENGL 101
4. Click on Course. Ex: ENGL 101
5. In the top right corner, you may select View Classes or Add to Planner
6. View Classes will show sections based on term.
7. Clicking Add to Planner will add the course to your Planner
8. Once a course is added, go to My Planner.
  - a. The course will be under Unassigned Courses.
  - b. Click on Unassigned Courses. Click on Course.

- c. In the top right corner, you may View Classes or Move the course to a term (Move to Term).
- d. View Classes will allow you to see course information for the next semester, prerequisites, and other information about the course.
- e. Move to Term will allow you to move the course to any future term.

**My Planner**

1. Click on My Planner on the left sidebar.
2. Once a course is added, go to My Planner.
  - a. The course will be under Unassigned Courses.
  - b. Click Unassigned Courses. Click on Course.
  - c. In the top right corner, you may View Classes or Move the course to a term (Move to Term).
  - d. View Classes will allow you to see course information for the next semester, prerequisites, and other information about the course.
  - e. Move to Term will allow you to move the course to any future term.

*(Please note: These courses **are not** added to your schedule for that term, but are easily accessible when registration becomes available.)*

**Class Search and Enroll** – use to select courses you add to finalize your semester class schedule or wish to place in your Shopping Cart for registration.

1. Go to [ulink.louisville.edu](http://ulink.louisville.edu).
2. Sign in with your UL username and password.
3. Click on the Manage Classes Tile.
4. On the left sidebar, select Class Search and Enroll.
5. You may search classes in the search bar or click Additional ways to search right below the search bar.
6. Additional ways to search allows for more search options for courses.
7. Search for Course. Ex: ENGL 101.
8. Click on Course, Ex: ENGL 101.
9. Click on Open or waitlisted course that fits your day/time availability.

**Three Steps to Enroll**

1. Review Cass Selection – Make sure the course is correct and fits your schedule. Click Next or arrow in the upper right-hand corner.
2. Enroll or Add to Cart – You may choose to enroll in the course or add the course to your Shopping Cart for later registration. Click Next or arrow in the Upper right-hand corner.

3. Review and Submit – Make sure all information is correct and click the green Submit button. This will add the course to your schedule or to your Shopping Cart to be added later. You may only add a course to your schedule once registration is open for you. You may add to the Shopping Cart at any point and add the course from your Shopping Cart once registration is open to you.

**Shopping Cart** – Courses added from Class Search and Enroll to your Shopping Cart can be viewed and enrolled into from here (during your registration period).

1. Go to [ulink.louisville.edu](http://ulink.louisville.edu).
2. Sign in with your UL username and password.
3. Click on the Manage Classes Tile.
4. On the left sidebar, select Shopping Cart.
5. Choose semester that you want to view.
6. You will have the option to Validate, Enroll, or Delete, any course in your Shopping Cart

#### **Validate**

1. Check the box of any course(s) you wish to check if you are eligible to enroll in.
2. Click the Validate button.
3. You will be notified if you are eligible to enroll for the selected course(s).

#### **Enroll**

1. Check the box of any course(s) you wish to enroll in.
2. Click the Green Enroll button.
3. You will be notified if you are eligible to enroll for the selected course(s).
4. If eligible, the course will be added to your schedule.

#### **Delete**

1. Check the box of any course(s) you wish to delete from your Shopping Cart.
2. Click the Delete button
3. The course(s) will be deleted from your Shopping Cart.

## **Registration and Drop/Add Dates - Spring 2021**

SPRING 2021 — Registration and Drop/Add for Continuing Students, Returning Students, and Transfer Students — All continuing students are expected to register during this alphabetic rotation period.

## REGISTRATION INFORMATION

The rotation below is for continuing students enrolled in Fall 2020 and returning students not currently enrolled (excluding students who previously attended in "visiting" status). THIS ROTATION SCHEDULE LISTS YOUR FIRST OPPORTUNITY TO REGISTER, WHICH HAS BEEN DETERMINED BASED ON YOUR CLASSIFICATION (NOT INCLUDING FALL 2020 COURSES), AND AN ALPHABETIC BREAKDOWN BASED ON YOUR LAST NAME. YOU MAY REGISTER AND DROP/ADD ANYTIME AFTER YOUR FIRST OPPORTUNITY ARRIVES. REFER TO THE LISTING OF HOURS OF OPERATION FOR WEB REGISTRATION.

Transfer students who have completed Orientation and have been advised are allowed to register during this registration period.

Monday-Friday, 9:00 a.m.-5:00 p.m., contact the Registrar's Office at (502) 852-6522. All other times contact the Information Technology HelpDesk at (502) 852-7997.

**Friday, Oct 30 — GRADUATE STUDENTS**  
10:30 A-Z

**Monday, Nov. 2 — POST  
BACCALAUREATE & SENIORS(90+ hours  
not including Fall 2020)**

8:30 T-Z 2:00 J-O  
10:00 A-D 4:00 P-S  
11:30 E-I

**Wednesday, Nov. 4 — JUNIORS**  
(60+ hours not including Fall 2020)

8:30 T-Z 2:00 J-O  
10:00 A-D 4:00 P-S  
11:30 E-I

**Thursday, Nov. 5 — SOPHOMORES**  
(30+ hours not including Fall 2020)

8:30 T-V 2:00 C-D  
10:00 W-Z 4:00 E-F  
11:30 A-B

**Friday, Nov. 6 — SOPHOMORES**  
(30+ hours not including Fall 2020)

8:30 G-I 2:00 P-Q  
10:00 J-L 4:00 R-S  
11:30 M-O

**Monday, Nov. 9 — FRESHMEN**  
(under 30 hours prior to Fall 2020)

8:30 T-V 2:00 C-D  
10:00 W-Z 4:00 E-F  
11:30 A-B

**Tuesday, Nov. 10 — FRESHMEN**  
(under 30 hours prior to Fall 2020)

8:30 G-I 2:00 P-Q  
10:00 J-L 4:00 R-S  
11:30 M-O

**Wednesday, Nov. 11 — SPECIAL  
UNDERGRADUATES (CONTINUING STUDIES)**  
First Opportunity for special undergraduates and  
continued open for all returning students

**EXTENDED REGISTRATION FOR CONTINUING  
(CURRENTLY ENROLLED) STUDENTS —  
NOV. 12-17.**

**LATE REGISTRATION FOR CONTINUING (CURRENTLY  
ENROLLED) STUDENTS; OPEN REGISTRATION FOR  
NEW AND VISITING STUDENTS — NOVEMBER 18–  
JANUARY 15**

Spring classes begin January 11.

University offices are closed at noon on December 24,  
and will re-open January 4, but web registration and  
drop/add will be available throughout the holiday break.

Students are expected to review student account  
charges on Ulink at Student Services > Tuition-Fees-  
Payment Options > Account.

Financial settlement is due by 1/15/21.

## Registration and Drop/Add Dates - Summer/Fall 2021

Registration and Drop/Add for Continuing, Returning, and Transfer Students (All continuing students are expected to register during this alphabetic rotation period). April 5 - April 9 is reserved for students enrolled in Spring 2021 and returning students not currently enrolled (excluding students who previously attended in "visiting" status). Visitors must be readmitted for summer and may first register April 15.

THIS ROTATION SCHEDULE LISTS YOUR FIRST OPPORTUNITY TO REGISTER, WHICH HAS BEEN DETERMINED BASED ON YOUR CLASSIFICATION (NOT INCLUDING SPRING 2021 COURSES), AND AN ALPHABETIC BREAKDOWN BASED ON YOUR LAST NAME. YOU MAY REGISTER AND DROP/ADD ANYTIME AFTER YOUR FIRST OPPORTUNITY ARRIVES.

Transfer students who have completed Orientation and have been advised are allowed to register during this registration period.

**Monday, April 5 — GRADUATE STUDENTS**  
10:30 A–Z

**Tuesday, April 6 — POST BACCALAUREATE  
& SENIORS (90+ hours not including Spring  
2021)**

8:30 A - D 2:00 P - S  
10:00 E - I 4:00 T -Z  
11:30 J - O

**Wednesday, April 7 — JUNIORS**  
(60+ hours not including Spring 2021)

8:30 A - D 2:00 P - S  
10:00 E - I 4:00 T -Z  
11:30 J - O

**Thursday, April 8 — SOPHOMORES**  
(30+ hours not including Spring 2021)

8:30 A - D 2:00 P - S  
10:00 E - I 4:00 T -Z  
11:30 J - O

**Friday, April 9 — FRESHMEN**  
(under 30 hours prior to Spring 2021)

8:30 A - D 2:00 P - S  
10:00 E - I 4:00 T -Z  
11:30 J - O

**SPECIAL UNDERGRADUATES (CONTINUING  
STUDIES) AND First Opportunity for special  
undergraduates and continued open for all  
returning students**

**Saturday, April 10 – Wednesday, April 14**

**Summer rotation for Continuing students — Monday, April 5 – Friday, April 9** (see rotation above)

**Open Summer registration for Continuing (currently enrolled) students — Saturday, April 10 – Wednesday, April 14.** Students notified of student account charges. Financial settlement is due by Friday, May 7 (payment is due within 72 hours for any enrollment after May 7).

## REGISTRATION INFORMATION

**Extended Summer registration (open for Continuing (currently enrolled) students, Newly Admitted and Non-degree-seeking Visiting students)** — Thursday, April 15 – Monday, May 10

**Regular Summer registration and drop/add** — Tuesday, May 11 –Friday, July 9 (refer to the Summer calendar for deadlines to add courses or drop courses for a 100% tuition reduction for each specific summer term). After May 7, you are expected to review your student account charges on Ulink at Student Services > Tuition-Fees-Payment Options > Account. Financial settlement is due May 8 (payment is due within 72 hours for any enrollment after May 8).

**Fall rotation for Continuing students — Monday, April 5 – Friday, April 9** (see rotation above)

Open Registration for Continuing students Saturday, April 10 – Wednesday, June 30

Students notified of student account charges. Financial settlement is due by Friday, August 27.

**Late registration for Continuing (currently enrolled) students, Open Registration for Newly Admitted and Non-degree-seeking Visiting students, and drop/add** — Thursday, July 1 – Friday, August 27 (Classes begin Monday, August 23.) Students are expected to review student account charges on Ulink at Student Services > Tuition-Fees-Payment Options > Account. Financial settlement is due by Friday, August 27.

FRIDAY, AUGUST 27, IS THE LAST DAY TO REGISTER AND DROP/ADD.

The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am (provided it is a valid period for registration and/or drop/add). If you try and are unable to access the system during these times, please contact the appropriate department at the following times:

### **Normal Registrar's Office Hours**

Monday–Friday, 9:00 am–5:00 pm, contact the Registrar's Office at (502) 852–6522. All other times, contact the Information Technology HelpDesk at (502) 852–7997.

### **Extended Hours for Other University Offices**

Students should note that University offices will not be open all hours that the Web registration is available. The Admissions Office and some advising offices may adjust their hours during Registration. Students registering during the evening and Saturday hours may wish to call their advising office and/or Admissions Office for their hours of operation.

For more information about advising hours, please contact your school's advising office.



**Drop/Add for Registered Students**

ONCE YOU ARE REGISTERED, YOU MAY DROP/ADD ANY TIME THE SYSTEM IS AVAILABLE THROUGH FRIDAY, AUGUST 27<sup>th</sup> at 10 P.M.

**Web Hours**

MONDAY, AUGUST 23, IS THE FIRST DAY OF CLASSES.

Tuesday, August 24.....All hours

Wednesday, August 25.....All hours

Thursday, August 26.....All hours

Friday, August 27.....All hours until 10 pm

FRIDAY, AUGUST 27, IS THE LAST DAY TO REGISTER AND DROP/ADD.

**Winter Session**

The Winter Session Schedule of Classes is now available. Registration will begin October 11. Please check the [Winter Session](#) webpage for more information.

## General Information

### Important Information Regarding the Schedule

- This document contains general information for the 2020 Summer, 2020 Fall and 2021 Spring semesters.
- The University utilizes an information network called ULink. This is a web portal, a secure site that pulls key information and features found on many web pages and puts it on one central location. The url for this site is [ulink.louisville.edu](http://ulink.louisville.edu).
  - ➔ We encourage you to log on to ULink now and become familiar with its services. Follow the sign-on instructions under “Info for First-Time Users.” If you have any difficulty logging in, please contact the university Helpdesk at [helpdesk@louisville.edu](mailto:helpdesk@louisville.edu) or call (502) 852–7997.
  - ➔ Once you have logged into ULink, click on the Manage Classes tile, then Class Search and Enroll to register. There are instructions on each web page to assist you with the process.
  - ➔ **Course Listings– 2020 Summer, 2020 Fall, 2020 Winter, and 2021 Spring:** Course information is available on the Web at [ulink.louisville.edu](http://ulink.louisville.edu)
  - ➔ If you are not a current student or are having trouble logging on, the schedule is also available at [louisville.edu](http://louisville.edu), select “Students”, “Academics”, then “Schedule of Classes” under the “Reference” heading.
- There is a feature, “Plan,” which helps you plan your class schedule prior to your first opportunity to register. Refer to Web Registration Instructions on page 3 for more information. Please go to [louisville.edu/registrar/registration-information/newprocess.html](http://louisville.edu/registrar/registration-information/newprocess.html) for more information prior to registering for classes.
- All Continuing Students are expected to register during Priority Registration for Continuing Students. You may register via ULink based on an alphabetic rotation and your classification. The priority registration period for Continuing Students for both 2020 Summer and 2020 Fall is March 31 — April 9. The priority registration period for Continuing Students for 2021 Spring is October 30 — November 11. Be sure to check the rotation schedule to find your first time to register.

- Please note that students are not automatically dropped or withdrawn from courses due to lack of attendance. It is the student’s responsibility to use the web to drop or withdraw from courses subject to the [deadlines listed](#). The system is available 24 hours a day, 7 days a week EXCEPT from 10 pm Friday to 2:00 am Saturday AND Sunday from 1:00 am to 2:00 am.(provided it is a valid period for registration and/or drop/add).
- For courses that have multiple sections that meet together for one meeting time and separately for a second, you will find that these classes have been set up with components. Sections 01, 02, etc, have been set up for the common meeting times. Separate sections have been set up for each of the individual meeting times, and those sections are associated with the common meeting time by the same section number followed by an alphabetic suffix. For example, there may be two common meeting times for Chem 201, and four individual meeting times for each of those common times. These sections would be created: Chem 201-01, 01A, 01B, 01C, 01D, and Chem 201–02, 02A, 02B, 02C, 02D. These sections are linked together so that when you request any of the sections with the alphabetic suffix (e.g. 201–01A) you will be automatically enrolled for the common meeting time section (e.g. 201–01).

## Explanation of Course Information

Course information is available on the web at [ulink.louisville.edu](http://ulink.louisville.edu)

If you are not a current student or are having trouble logging on, the schedule is also available at [louisville.edu](http://louisville.edu) then select “current students”, “online services”, then “view online schedule of classes”.

### FOR EACH COURSE LISTED, THE FOLLOWING INFORMATION IS PROVIDED:

**Class Number** — This is a 4 or 5-digit number uniquely assigned to each class section. Use this number to request a class via the web registration system.

**Course** — This includes the alphabetic subject abbreviation, catalog number, and section number. For the convenience of the students, a section numbering scheme has been developed for evening, special duration, and special location courses.

**Course Titles** —The course title may be abbreviated. All course titles beginning with “HON:” are honors courses and require permits to register. Permission can only be obtained in the Honors Program Office.

**Credit Hour Values** — For variable credit hour courses, the options will be printed. A range of hours will read 3.0-6.0 indicating that the course is available for 3.0, 4.0, 5.0, or 6.0 hours.

**Meeting Days** — Meeting days are indicated by M=Mon., T=Tues., W=Wed., R=Thur., F=Fri., S=Sat., U=Sun.

**Class Meeting Times** — Start time, end time with AM or PM after the end time.

If a second or third meeting time is scheduled, day, time, building, and room will be printed in full on a separate line.

**Class Meeting Dates**—Dates will be listed for each meeting time of a class.

**Room Codes** — Buildings are indicated by a two-letter code, followed by the room number. Consult the Building Abbreviations List and the map on the back of this publication.

**Special Notes** — Notes may appear after a school, department, or course section. These include course fees and registration restrictions. These notes apply to all students.

## Deadlines for Changing Grading Types (Credit, Audit, Pass/Fail, Letter Grade)

Students may not register for audit during early registration.

- Last Day to change from Credit to Audit; or Audit to Credit:

Same as the last day to add a class for the term or semester.

- Last Day to change from Pass/Fail to Letter Grade; Letter Grade to Pass/Fail:

Same as the last day to withdraw without academic penalty for the term or semester.

\* Please note that the audit grade option is subject to the approval of the instructor and some units may require additional approvals on the signed form.

Please contact your enrollment unit for specific signature requirements.

## Web Registration Instructions

The University has an information network called ULink. This is a web portal, a secure site that pulls key information and features found on many web pages and puts it on one central location. The url for this site is [ulink.louisville.edu](http://ulink.louisville.edu).

► We encourage you to log on to ULink now and become familiar with its services. Follow the sign-on instructions under “Info for First-Time Users. If you have any difficulty logging in, please contact the university Helpdesk at [helpdesk@louisville.edu](mailto:helpdesk@louisville.edu).

► Once you have logged into ULink, click on the Manage Classes tile, then Class Search and Enroll to register. There are instructions on each web page to assist you with the process.

NOTE: The process for registering for classes has changed. Please go to [louisville.edu/registrar/registration-information/newprocess.html](http://louisville.edu/registrar/registration-information/newprocess.html) for more information prior to registering for classes.

### BEFORE YOU REGISTER

#### 1. MAKE SURE YOU ARE ELIGIBLE FOR REGISTRATION

2. **NOTE YOUR EARLIEST REGISTRATION TIME** — You may register and drop/add at any time during the registration period once your first scheduled time has arrived (See the rotation schedule to determine your time and hours of operation).

3. There is now a “Plan” feature to help you plan your courses prior to your first opportunity to register. The steps are highlighted below:

- a) Log in to ULink as you normally would to register for courses. Under the heading “Preparation,” select “Plan.”
- b) After browsing the course catalog and selecting a course to add to your Planner, you may click on the Plan tab at the top to view these courses.
- c) For each class, you have the option to view the course description and course details, as well as any pre-requisites that may exist for that course.
- d) There is also the option to sort the courses in your Planner and move courses to a particular term, making it even easier when registration becomes available.
- e) You are not registered for the course(s) at this time nor will the system automatically attempt to register you for the course(s) at your first opportunity to register.

f) To attempt to register for a course(s) in your Planner at your first opportunity to register, log on to ULink as you normally would to register. There are three options. After clicking Add Classes, you may either select to register by entering in the Class Number, Class Search, or My Planner.

For more details about using this new option, refer to the online New Registration Process at [louisville.edu/register/registration-information/newprocess.html](http://louisville.edu/register/registration-information/newprocess.html).

4. **ADVISING** — If advising is required by your school, check the ADVISING PROCEDURES section of this publication. If advising is mandatory, an advising clearance code must be set in the computer before you may register.

5. **SPECIAL PERMISSIONS/RESTRICTED COURSES** — If you have received permission for a restricted course (see SPECIAL PERMISSIONS section), the person granting the permission should enter the permission on the system before you register. If you only have written permission, you may bring your permission to the Registrar's Office for processing.

6. **CLOSED CLASSES OR TIME CONFLICTS** — Refer to the section on closed classes and time conflicts.

7. **PASS-FAIL OR AUDIT** — You may not register for courses for pass-fail or audit on the web. Use the permission form located in the Registration Information publication to obtain permission signatures as required by your enrollment and instructional school, and return completed forms to the Registrar's Office. Check the section on page 2 entitled "Deadlines for Changing Grading Types" to determine processing deadlines.

8. **VARIABLE CREDIT HOUR COURSES** — If you request a variable hour course, you will be given the opportunity to enter the hours you have chosen.

## Full-Time/Half-Time Status

Students may need to prove full-time/half-time status in order to be eligible for dependent insurance, and to defer repayment of some loans, among other reasons. Definitions of full-time/half-time may be changed as required by Federal Government Regulations for financial aid recipients. Students will be certified as full-time/half-time based on the following conditions:

### UNDERGRADUATE - FULL-TIME STATUS

- Must be registered for 12 or more hours during any semester (including summer); or
- must be a Speed School student enrolled in a two-hour Cooperative Internship; or

- must be a College of Business student enrolled in at least a three-hour credit Cooperative Internship. There are some other cooperative internships that qualify for full-time status. Please consult your dean's office for additional information.

### UNDERGRADUATE - HALF-TIME STATUS

- Must be registered for a minimum of six (6) hours during any semester (including summer).

### GRADUATE - FULL-TIME STATUS

- Must be registered for 9 or more hours during spring and fall semesters; or
- must be registered for six (6) hours during the summer semester; or
- must be enrolled in Masters Candidacy, Doctoral Candidacy, or MEng Residency only.

### GRADUATE - HALF-TIME STATUS

- Must be registered for a minimum of 4.5 hours during spring and fall semesters; or
- must be registered for a minimum of three (3) hours during the summer semester.

## Request to Re-Enroll Form for Returning Students not Enrolled in the Previous Spring or Fall Semester

Returning students not enrolled in the previous Fall or Spring semester may qualify for re-entry by completing a Request to Re-enroll form. This process is generally available to all undergraduate students, excluding visitors, who have not taken courses elsewhere since their last enrollment at U of L—but have attended U of L at least one semester during the past two years; and who are academically eligible to return. Forms are available in Advising Centers or Deans' Offices, and through the Registrar's Office. This form is also available online at [louisville.edu](http://louisville.edu), select Students, Academics, Registrar, Forms, then select "Request to Re-enroll." Graduate students should check for eligibility through the Unit Dean's Office or Enrollment Dean's/Advising Office. If you have questions as to whether you qualify to use this form, please call the Registrar's

Office at 852–6522. Returning students who do not qualify to use this form must reapply through the Office of Admissions or Graduate Programs Offices. Visiting students must reapply for each semester of enrollment.

## Special Permission Requirements/Restricted Courses

Permission is required for the following:

- ▶ For any course with a special restriction (appears below the course title in the online Schedule of Classes).
  - ▶ From the graduate dean for an undergraduate student to register for 600-level courses.
  - ▶ From the advisor and/or dean for an undergraduate student to take more than the maximum credit hours allowed within their academic unit.
  - ▶ From the instructor and department if you do not meet a pre-requisite.
  - ▶ To register for pass/fail (check with your school for requirements). Refer to the "Deadlines for Changing Grade Types" on page 2 of this schedule for specific school policies and deadlines.
  - ▶ To register for audit (check with your school for requirements). Refer to the "Deadlines for Changing Grade Types" on page 2 of this schedule for specific school policies and deadlines.
  - ▶ From an instructor to take courses in time conflict.
  - ▶ From the College of Business for students not enrolled in the College of Business to take 300 and 400-level courses. (excluding Equine Management & Economics).
  - ▶ From the Speed School for any students not enrolled in Speed School to take 300 level courses and above.
  - ▶ An Independent Study Form for students enrolling for Independent Study courses.
  - ▶ A Cooperative Internship Form for students enrolling for Co-Op Internships.
- To take more than the normal credit hour permission established by your school or college, check with your central advising center or dean's office.

## Closed Classes and Time Conflicts

Students are strongly encouraged to arrange their schedules to include only available classes. However, if you find it necessary to pursue the possibility of entering a closed class, you must request to be placed on the wait list online. To enter a class in time conflict, you must have written permission from one of the instructors of the classes in conflict.

Students who receive permission for closed classes may register by the web if that permission has been entered into the system by the person granting permission. If you receive written permission for a time conflict or closed class, you may process that permission form in the Registrar's Office (see the rotation schedules for hours of operation).

## Waitlisting Courses

**The University allows students to place themselves on a waitlist for all Undergraduate, Graduate, and Law courses via web registration.**

### Process:

1. Go to [ulink.louisville.edu](http://ulink.louisville.edu).
2. Sign in with your UL username and password.
3. Click on the Manage Classes Tile.
4. On the left sidebar, select Class Search and Enroll.
5. You may search classes in the search bar or click [Additional ways to search](#) right below the search bar.
6. [Additional ways to search](#) allows for more search options for courses.
7. Search for Course. Ex: ENGL 101.
8. Click on Course, Ex: ENGL 101. It will say Waitlist if available for Waitlist.
9. Click Waitlisted course that fits your day/time availability.
  - a. **Review Class Selection - Review and click the Next button**
  - b. **Review Class Preferences - Slide the Yes/No button to Yes and click Accept.**
  - c. **Review and Submit – Review course for accuracy and click Submit.**
10. If Registration is not open yet, the class will be added to your Shopping Cart. If registration is open, you will have the choice to Enroll or Add to your Shopping Cart.
11. You may add a course to your Schedule that has waitlisted seats available. This course will be auto enrolled once a spot is open.

- **Before requesting to be placed on the waitlist, students should be aware of the following:**

- Register for a Waitlisted Course through Class Search and Enroll or Shopping Cart

- If the course becomes open, the first student on the waitlist will be added into the class by a process that will be run several times a day and more often during peak periods.

- Students are responsible for checking the status of the waitlisted course by clicking on the VIEW My Classes Tab on the Left Sidebar.

- If the meeting time of the course the student is waitlisted in is not available on the student's schedule, the student will **not** be added to the course.

- If adding the student into the course would **exceed the student's maximum hours** for the term, the student will **not** be added to the course.

- If a student **does not meet the pre-requisites or other restrictions** for that course, the student will **not be allowed on the waitlist**.

- **Students cannot use this for the purpose of trying to find a more suitable time** of a course as enrollment in multiple sections is not allowed.

- The **last day we will allow students to waitlist** for Summer is the first day of the class. For Fall and Spring semesters, the last day to waitlist is through the end of the third day of the first week of classes (Wednesday if regular semester courses begin on a Monday).

- The **last day that we will move students from the waitlist and enroll them** for Summer is the first day of the class. For Fall and Spring semesters, students will be enrolled from the waitlist through 10:00 pm on the fifth day of the first week of classes (Friday if regular semester courses begin on a Monday).

- **Please note that a course that is closed may appear to be open for a short time** if a student drops and there are students on the waitlist. The closed class message given to the student includes a message explaining that - if a course appears to be open with a space, but the student receives back a message that the course is closed, it is due to a student being on the waitlist. The student will be moved off the waitlist by a process we run several times a day and more often during peak registration times.

- If you search the Class using **Class Search and Enroll** it will be listed as **Wait List** under the Availability column. This shows the number of students waitlisted and the maximum number of students allowed on the waitlist. If there are students on the waitlist and the course is displayed as open, this means the waitlist process has not been run since someone dropped the course. The first student on the waitlist will be moved into the class the next time the process is run.

- Students are first informed of their place on the waitlist when they are initially added to the waitlist. After that, students can view their current place on the waitlist by clicking on the **View My Classes** tab. Faculty may view the waitlist by their normal navigation to the class roster. There is a box to check that says Waitlisted Classes. Faculty cannot view a student's place on the waitlist, they simply can view a roster of all students on the waitlist in alphabetical order.