

ENROLLMENT CLEARANCE

The Enrollment Clearance process is now open and you may clear your holds, as necessary. Enrollment Clearance is a **mandatory** task, and **all students** must complete the process by 5 p.m. Tuesday, August 28th. You should have received a personalized email which listed the holds that you must clear.

ADD/DROP

Schedule changes may be made using BannerWeb beginning at 10 a.m., **Monday, August 20th**, until 5 p.m. **Tuesday, August 28th**. Students who have not registered for a Fall 2018 schedule may do so at this time.

INFORMATION REGARDING CLOSED CLASSES FOR ADD/DROP FALL 2018 – PLEASE READ!

Faculty who wish to carry a waitlist for their class will do so via BannerWeb. If a waitlist exists, students will have the opportunity to place their name on the waitlist via BannerWeb. **Students must add their own name to the waitlist.** It is not necessary to contact a faculty member to request permission to add your name to a waitlist. Neither the faculty member, Rhodes Express nor the Registrar will add your name to a waitlist! See the attached document for more information!

If an instructor allows a student to register for a class in which the student does not have the necessary prerequisites to enroll, the instructor of the class will issue a 'Permit Override' thereby allowing a student to enroll in the class. **Students who have received a Permit Override, MUST register, via BannerWeb for the class within 24 hours of receipt of notification regarding the permission to register for the class. Failure to properly register for the class within the 24 hour time frame may result in the loss of the available seat in the class.**

EXTENDED DROP

Students have the ability to DROP a course through **Wednesday, September 12**; however, it may not be in a student's best interest to do so. Students are **STRONGLY ENCOURAGED** to consult with their adviser and/or instructor before making a decision to drop a course.

It is recommended that you see your faculty adviser before making major changes to your schedule. Be sure to check your on-line class schedules for changes, especially room assignments. If your schedule does not show all the courses for which you registered, it means that one or more of your courses were cancelled or your schedule was modified because of registration irregularities.

NOTE: Please be absolutely sure that you want to drop a class before you drop it.

Classes begin on Wednesday, August 22.

Please note this class policy:

Any student who fails to attend the first day of a class without providing prior notice of his or her absence to the instructor of the course or the chairperson of the department may be asked to drop the course upon request of the instructor. The student is responsible for dropping the class officially upon notification that such action has been taken.

This policy means that if you don't attend the first class session of a course, then you might lose your place in that course. It does not mean that you will be dropped automatically from the course, but if you plan to be in the course and you don't show up for the first class session, the faculty member might give your seat to someone else.

Labor Day Recess. Classes will not be held on Monday, September 3, in observance of Labor Day.