

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Registration (number AP1118)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 4/19/11 (approved by Faculty Senate)

I. Background and Purpose

- 1.1 The prior policy did not distinguish one day each term that registration would commence. Rather it relied on the Perpetual Calendar date that was not consistent year to year.
- 1.2 This policy makes registration dates always be the same week every term of every year.

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 Walk-on registration is the first day students (in person) can be enrolled via assistance from the Registrar's office.

IV. Policy Statements

- 4.1 Registration for Fall term and Summer College begins on Monday of the first full week in April.
Registration for Spring term and J-term begins on Monday of the first full week of November.
- 4.2 Students are emailed specific assigned appointment times when they can begin the registration process via their E-Hive account. Students must have met with their advisor and have the advisor registration hold removed prior to being able to register through their E-Hive account.
- 4.3 Students with negative holds on their account will not be allowed to register for classes.
- 4.4 Walk-on registration (where students register in-person with a hard-copy registration form) begins on Tuesday of each registration week. Beginning on this same day students may also bring signed Override forms to the Registrar's Office for processing.

V. Policy Procedures

- 5.1 see above

VI. Compliance

- 6.1 Approved by UAAC (4/12/11), Faculty Senate (4/19/11) and Chancellor Erlenbach (4/21/11)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs are aware of this policy change.

VII. Attachments

- 7.1 no attachments