# UNC Charlotte Academic Policy: Registration

### **I. Introduction**

There is no introduction for this policy.

### **II. Policy Statement**

The Office of the Registrar is responsible for the management of the registration process by which students enroll in, drop, and withdraw from courses. Through the registration process, students assume academic and financial responsibility for the courses in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with deadlines specified in the Academic Calendar and the corresponding prorated refund schedule available on the [Student Accounts website](http://finance.uncc.edu/student-accounts/refunds).

**REGISTRATION APPOINTMENT TIMES**

Assignments are made according to student classification and cumulative hours earned for undergraduate students and can be viewed [online](http://registrar.uncc.edu/students/registration-information).

**REGISTRATION DEADLINES**

University policies determine when students may enroll or adjust their enrollment in courses. General deadlines are shown below and specific deadlines for a given term are available [online.](http://registrar.uncc.edu/calendar)

**ADD/DROP PERIOD**

The Add/Drop period runs through the sixth business day of the fall, spring, and summer semesters (the second business day for first and second half terms).

During the Add/Drop Period, students can:

* Register for courses
* Drop a course(s) without record (and remain enrolled in other courses)
* Drop all courses without record
* Change the grade type to Audit or Pass/No Credit (refer to Auditing a Course and Pass/No Credit Option sections)
* Elect to retake a course with Grade Replacement (refer to Repeating Courses section)

After the Add/Drop Period students can withdraw from one or more courses in accordance with the [Withdrawal policy](https://provost.uncc.edu/policies/withdrawal).

Students who experience a personal or medical crisis have the option of requesting a withdrawal from all courses via the Dean of Students Office during the term the crisis begins. If approved, the Dean of Students Office will notify the student’s academic department(s).

Any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate credit and U for graduate credit) in each course for which he/she is registered.

**PREREQUISITES AND PERMITS**

All students, including visitors and non-degree students, are required to meet course prerequisites and to obtain the required permissions to enroll in courses through the department which sponsors the course.

**AUDITING A COURSE**

With the permission of the instructor, a student may audit any course in which space is available. Fees and procedures for this non-credit enrollment are the same as those for a credit enrollment. The procedure for adding, dropping, or withdrawing from an audit course is the same as for credit enrollments. No student will be allowed to change the designation of a course from audit to credit or from credit to audit after the eighth calendar day of a semester (or a proportional period for summer school). Participation of auditors in course discussions and in tests or examinations is optional with the instructor. Students who audit receive no University credit, but they are expected to attend the course regularly.

**DUAL UNDERGRADUATE AND GRADUATE REGISTRATION**

First undergraduate degree students at UNC Charlotte who are required to take fewer than 12 credit hours of undergraduate work to fulfill all requirements for the bachelor's degree may be allowed during their final semester to enroll in certain courses for the purpose of obtaining graduate credit. Dually enrolled students will continue to be considered undergraduate students and be charged for the courses taken at the undergraduate level. To be considered for dual enrollment, students should submit the online graduate application for admission as a post-baccalaureate student, submit a Special Request to the Graduate School requesting permission to be considered for dual enrollment, and attach to the Special Request a program of study outlining the requirements of the first undergraduate degree. The total credit hours to be carried in this status shall not exceed 12 credit hours, of which no more than nine may be for graduate credit. On the basis of work attempted prior to the final semester, such students must meet the grade point criteria for admission to a graduate degree program at the University. No course for which credit is applied to an undergraduate degree may receive graduate credit. Permission to take graduate courses under dual registration does not constitute admission to any graduate degree program at the University. (Undergraduate students may also take graduate courses if admitted to an Early Entry Program or an Accelerated Master's Program.)

Note: Only UNC Charlotte students pursuing their first undergraduate degree are eligible for dual undergraduate and graduate registration. Fifth year undergraduate students (i.e., students pursuing a second undergraduate degree) are not eligible for dual undergraduate and graduate enrollment.

**INTER-INSTITUTIONAL REGISTRATION**

An inter-institutional registration program is available, for a limited number of undergraduate and graduate students, with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and North Carolina Central University. The registration process is initiated in the Office of the Registrar and requires the approval of the student's college dean.

**UNC ONLINE**

The University of North Carolina Online offers comprehensive descriptions of and contact, application, admission, and tuition and fee information for more than 170 online programs in 22 fields of study offered by the 16 constituent universities of one of the world’s most prestigious university systems. For details, visit [online](http://online.northcarolina.edu).