

# REGISTRATION

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Students register for classes using Trinity's web-based registration system or by submitting a registration form to the Academic Records office.

**Late enrollment** will be permitted after the first day of the semester and through the end of the fifth teaching day of the semester, during which time a fee will be assessed. "Enrollment" refers to creating a schedule for the semester. Students may not enroll after the fifth teaching day of the semester. In addition to being enrolled, students must also attend classes; see class attendance section of this catalog for further information.

## Adding or dropping classes for enrolled students

### Semester-length classes

- Individual courses may be added through the end of the tenth teaching day of the semester.
- Beginning the eleventh teaching day, and prior to the end of the tenth week of the semester, a student may withdraw from a class and receive a withdrawal grade (W) for the course.

### Quad-length (half semester) classes

- A quad (7-week) course may be added through the end of the fifth teaching day of the quad.
- Beginning the sixth teaching day, and prior to the end of the 20th teaching day of the quad, a student may withdraw from a class and receive a withdrawal grade (W) for the course.

### Online classes

- A six week online course may be dropped through the last day of the second week of the course. The student will receive a withdrawal grade (W) for the course.
- A twelve week online course may be dropped through the last day of the fourth week of the course. The student will receive a withdrawal grade (W) for the course.
- An eighteen week online course may be dropped through the last day of the sixth week of the course. The student will receive a withdrawal grade (W) for the course.

Students should refer to the university finances section of this Catalog (<https://catalog.tiu.edu/university/finances/tuition-refund-policies/>) regarding the possibility of tuition refunds when dropping or withdrawing from courses. Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.