

FALL 2015 ENROLLMENT INFORMATION

Remember, YOU are responsible for the accuracy of your own official schedule.

COURSE ENROLLMENT:

Your **OFFICIAL FALL 2015 COURSE SCHEDULE** is available via the Student Center at:

<http://studentcenter.cornell.edu>. Please review your schedule very carefully, paying particular attention to grade options (S/U or LET), credit hours, and enrollment in attached sub-courses (labs & sections).

Changes to classroom assignments or meeting times will be reflected on the class roster in the Student Center, or on the web at <http://registrar.sas.cornell.edu/courses/roster/FA15/>. The online Course and Room Roster is refreshed nightly and thus does not immediately reflect course or classroom changes. Always confirm your schedule in your Student Center account. Please verify your local and home address so you will receive important mailings such as registration information, grades and graduation information.

CHANGES TO COURSE ENROLLMENT:

Changes to your official schedule will be made primarily by using the online add/drop system available through Student Center. You will still need to use the Cornell University paper add/drop forms available in any Registrar Office for courses flagged "By Permission of Instructor," and for other exceptional circumstances. Completed paper add/drop forms, with required approvals, should be submitted to the Engineering Registrar's Office (158 Olin Hall) for processing before the deadlines outlined on the reverse side of this sheet. Please keep the following in mind when using paper add/drop forms:

INSTRUCTIONS FOR USING THE PAPER ADD/DROP FORM:

- ❖ You do not need **ADVISOR APPROVAL** during the 15 day add period if your advisor allows you online access to course enrollment.
- ❖ **DEPARTMENTAL APPROVAL** is **REQUIRED** for most transactions (**adds, drops, and changes**).
- ❖ **PRINT** all information neatly and legibly.
- ❖ **CHECK** all 4 to 5 digit Class Identification Numbers (**CID**) with the Fall 2015 Course and Room Roster, or in the Student Center class search screen. These numbers change each semester for all courses and are **extremely important**.
- ❖ **INCLUDE** credit hours especially for variable credit courses.
- ❖ If **ADDING** or **DROPPING** an entire course, be sure to include all sub-courses (labs & sections) on the form.
- ❖ Make a mistake? Cross out the entry and go to the next line ... use additional forms if necessary.
- ❖ **BRING** completed and approved forms to the **Engineering Registrar's Office in 158 Olin Hall** for processing.
- ❖ **KEEP** your pink (date stamped) copy of the add/drop form as proof of your schedule changes.
- ❖ **CONFIRM** the changes online via the Student Center. Enrollment updates are immediate.

Students are required to confirm their class schedules throughout the semester via the Student Center. This will ensure that your semester grade report will include all of the courses you're attending, with appropriate grade options and credit hours. If your schedule is incorrect you may not receive credit for a course you're attending, or you may receive an "F" grade for a course you never attended. Remember, view your courses on the Student Center - it only takes a moment and it may save you a lot of aggravation later!

IMPORTANT DATES AND DEADLINES FOR FALL 2015

MON, 8/17/15	First day to determine REGISTRATION STATUS and verify course enrollment for FALL 2015 on Student Center at http://studentcenter.cornell.edu .										
FRI, 8/21/15	NEW STUDENT REGISTRATION, 8:00am - 5:00pm, Barton Field House										
MON, 8/10/15 through MON, 8/24/15	Online Add/Drop system opens at 8:00am (6:00pm for freshmen) as follows: <table><tr><td>Graduate/Professional Students</td><td>8/10/15</td></tr><tr><td>Senior Students</td><td>8/18/15</td></tr><tr><td>Junior Students</td><td>8/19/15</td></tr><tr><td>Sophomore Students</td><td>8/20/15</td></tr><tr><td>Freshmen Students</td><td>8/24/15 (6PM)</td></tr></table>	Graduate/Professional Students	8/10/15	Senior Students	8/18/15	Junior Students	8/19/15	Sophomore Students	8/20/15	Freshmen Students	8/24/15 (6PM)
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TUES, 8/25/15	INSTRUCTION BEGINS - Course and Room information can be obtained online at: http://registrar.sas.cornell.edu/courses/roster/FA15/ .										
MON, 9/07/15	LABOR DAY HOLIDAY-NO CLASSES										
TUES, 9/08/15	LAST DAY to ADD a course or change CREDIT HOURS without advisor approval										
FRI, 9/11/15	LAST DAY to register without incurring late registration fees										
SAT, 10/10/15	FALL BREAK BEGINS										
WED, 10/14/15	INSTRUCTION RESUMES @ 7:30AM										
TUES, 10/20/15 By 4:00 PM	LAST DAY to DROP a course without a "W" appearing on transcript and without a petition (57 th day of term). LAST DAY to CHANGE GRADE OPTIONS (from S/U to LETTER, or from LETTER to S/U). Last day to ADD without a petition.										
WED, 10/21/15	FIRST DAY a "W" will appear on transcripts for courses dropped by petition										
WED, 10/28/15 through FRI, 11/13/15	Pre-Enrollment for SPRING 2016 begins/ends for each class: All periods begin at 7:00am and end at 4:30pm <table><tr><td>Graduate/Professional Students</td><td>10/28/15 - 10/30/15</td></tr><tr><td>Senior Students (as of SP16)</td><td>11/02/15 - 11/04/15</td></tr><tr><td>Junior Students (as of SP16)</td><td>11/04/15 - 11/06/15</td></tr><tr><td>Sophomore Students (as of SP16)</td><td>11/09/15 - 11/11/15</td></tr><tr><td>Freshmen Students (as of SP16)</td><td>11/11/15 - 11/13/15</td></tr></table>	Graduate/Professional Students	10/28/15 - 10/30/15	Senior Students (as of SP16)	11/02/15 - 11/04/15	Junior Students (as of SP16)	11/04/15 - 11/06/15	Sophomore Students (as of SP16)	11/09/15 - 11/11/15	Freshmen Students (as of SP16)	11/11/15 - 11/13/15
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FRI, 11/20/15	ABSOLUTE last day to drop a course by petition. <u>A "W" will appear on the transcript for these courses</u>										
WED, 11/25/15	THANKSGIVING RECESS BEGINS										
MON, 11/30/15	INSTRUCTION RESUMES @ 7:30AM										
FRI, 12/04/15	LAST DAY of INSTRUCTION										
SAT, 12/05/15 to TUES, 12/08/15	Study Period										
WED, 12/09/15	First Day of Scheduled Final Exams- Good Luck!										
SUN, 12/13/15	Study Day										
THURS, 12/17/15	Last Day of Scheduled Final Exams										