

REGISTRATION BASICS

registrar@vassar.edu | x5270 | Main Building, N-118

Deadlines

First day of Classes: **Aug. 29**

Add period: **Aug. 29 - Sept. 6**

Drop: **Oct. 7**

Spring Registration: **Nov. 7-18**

Student-initiated withdrawal or NRO: **Nov. 4**

Withdraw from classes: **Dec. 7**



When do I need approval from an instructor or advisor?

To add a course during the **one-week** add period, you need the instructor's approval as well as your advisor's on an electronic add/drop form.

To drop a course, you do not need the instructor's approval, but you must still fill out an electronic add/drop form, approved by your advisor.



What is Registration?

Registration is the systematic process that reserves seats in particular classes, including sports, for eligible students. At Vassar College, we use an online system to register for classes. You will register for classes twice a year (Fall and Spring). During your individual pre-major advising meetings you will discuss your short-term and long-term plans to gain advice about selecting any additional courses you will need to complete your schedule.

What is add? drop? NRO?

How do add a course? You are **not enrolled** in a class by virtue of being added to Moodle, or if you have been told you are let in off the waitlist. You will need to submit an add/drop form found on the Registrar's website.

How do I drop a course? Dropping is easy (as long as you remain enrolled in 3.5 units). You do not need the instructor's signature to drop a course. Students drop courses all the time, for a variety of reasons. Instructors do not take it personally as they understand the pressures students are under to create the right schedule. You do need to consult your pre-major advisor (PMA) and need your advisor's signature to drop a course. Discuss your reasons for dropping with your advisor to make sure it's the right choice for you. *Make sure you do this before the drop date.*

How do I know if a class is open?

A schedule of classes and class descriptions can be found online. The online schedule of classes is available via Ask Banner. Course descriptions can be found in the online Course Catalog as well.

During the add period, the online schedule of classes is constantly changing as add/drop requests are processed, and only individual faculty members know what the enrollment situation looks like in their courses.

You should contact a faculty member about the availability of seats in any given class. You can also show up to the class to see if you can get signed in, or put on a waitlist. Pleasant persistence frequently (but not always) pays off.

On the online schedule, **open** classes are **highlighted in yellow**.

What is a full time load?

To be a full time student you:

- must be enrolled in **3.5 units**
- should not be enrolled in more than **4.5 units**.
- Can only take 4 **classroom (CLS) courses** max.

After your first semester, you can apply to the Committee on Leaves and Privileges for an overload. CLP forms are available on the Dean of Studies website.



Don't be afraid to ask questions.

What is NRO? The Non Recorded Option was originally intended as a way to encourage students to take intellectual risks and is essentially a pass/fail option. Courses that may be taken NRO are marked with “NR” in the Schedule of Classes. Talk to your PMA to see if NROing a course is right for you.

What is a late add or late drop?

Late add: In rare instances, the advisors in the Dean of Studies office allow students to add classes late. If you need to add a class after the add deadline has passed, please come to the Dean of Studies Office (Main N-128) and speak to the student receptionist, who will let you know what your options are.

Late drop: On *very rare* occasions, the Dean of Studies does allow students to drop courses beyond the drop deadline. Please make an appointment with the Dean of First-Year Students (call x5258 or stop by the office) to discuss your options if you want to drop a course after the drop deadline.

Student-initiated withdrawal: You may withdraw from a class through the 9th week of the semester, provided you do not fall below 3.5 units (see deadline). If you withdraw from a course a WD will appear on your transcript, as opposed to dropping a course, which removes it from the transcript. In order to withdraw from a course, you will need your advisor's approval and that of the Dean of First-Year Students. Discuss your reasons for withdrawing with your advisor and dean to make sure it's the right choice for you.

What is Ask Banner?

Ask Banner is your friend. From the Vassar home page, click on Students at the top righthand side of the page. The Ask Banner link is in the section labeled Student Life. You can access your transcript, current schedule, and contact information on Ask Banner under Student and Financial Aid, using your 9 digit ID.

Check your schedule online at the end of the add period to make sure your schedule matches the classes you are attending. If your schedule does not, contact your advisor or make an appointment with the Dean of First-Year Students.