

Registration

Registration Eligibility

Continuing University of Washington Tacoma students who remain in good scholastic standing are guaranteed the opportunity to register each quarter at UW Tacoma as long as they maintain continuous enrollment (excluding summer quarter) or satisfy the guidelines of the quarter-off policy. Continuation must be in the same classification (undergraduate, postbaccalaureate or graduate) and at the same campus. After a student has earned a baccalaureate degree, he or she must apply for readmission as a postbaccalaureate, nonmatriculated or graduate student before being allowed to register.

Newly admitted students and students readmitted to the same or a new classification (undergraduate, postbaccalaureate or graduate) or admitted to a different university campus are eligible to register during a specified time period. See Registration Periods on page 15.

Exceptions to the guarantee of registration eligibility include students under disciplinary action, students with a financial hold on their records and students failing to meet conditions of admission or not meeting program or university satisfactory progress policies. Additionally, continuing students who withdraw during the first week of two consecutive quarters (summer quarter not included) will not be eligible to register as continuing students for the third quarter and must reapply as former students returning to the university. If an undergraduate does not enroll for two or more quarters (not including summer quarter), he or she must file a returning student application for readmission with the Office of Enrollment Services.

Quarter-Off Policy

Undergraduate students who have completed a quarter at the University of Washington Tacoma, may take the following quarter off and remain eligible to register during Registration Period I for the subsequent quarter without reapplying as a returning student. **Any quarter from which a student has completely withdrawn does not**

constitute a completed quarter. Summer quarter enrollment is not required to maintain continuous registration eligibility. The quarter-off policy is not available for graduate students; please see Graduate Student On-Leave Status.

Graduating Senior Priority

Graduating seniors or postbaccalaureate students who have submitted a graduation application may register on the first day of Period I for their final two quarters. Students who postpone their graduation may save their priority quarters by not registering before their regular senior or postbaccalaureate priority day. When students have used their graduating senior priority for two quarters, their registration priority reverts to the regular senior or postbaccalaureate schedule. Students may not register for classes in any quarter beyond the quarter for which they have applied to graduate (except summer quarter).

Registering at Other UW Campuses

Undergraduate students who have completed at least 15 credits and freshmen who have completed at least 25 credits at the Tacoma campus are eligible to register for up to five credits per quarter at one of the other UW campuses during Registration Period II. Eligible students may register cross-campus using MyUW. Undergraduate students are limited to a total of 45 credits through cross-campus registration.

For more information on cross-campus registration, please go online to: www.washington.edu/uaa/gateway/advising/registration/ccregi.php

Dropping a Course

Students dropping a course during the first two weeks of a quarter shall have no entry on their permanent academic transcript unless they do a complete withdrawal from the university. If a student drops all his or her courses, a complete withdrawal date is recorded on the transcript. A course drop made during the third through the seventh

week of the quarter will be recorded on an undergraduate student's transcript with a W grade and a number designating the week of the quarter in which the course was dropped. Students may drop only one course each academic year (autumn through summer quarters) from the third through the seventh week of the quarter. This is referred to as the "annual drop"

To drop a course officially, a student must complete the transaction electronically using MyUW or submit a drop card in the Office of the Registrar. A student who drops a course unofficially (only through the instructor or adviser, for example) is given a grade of 0.0. Students receiving or applying for financial aid should check with the financial aid counselor before dropping a class because it may affect financial aid eligibility. Students should be aware that dropping a course may affect their student account. Please see the Tuition and Fees section of this catalog.

During summer quarter, the timeline for dropping a course is abbreviated due to the shortened session. Please consult the Important Dates page on the Registration website for specific dates at www.tacoma.washington.edu/register.

Hardship Withdrawal Policy

Students may petition the UW Tacoma registrar in writing for a hardship withdrawal if they are unable to complete a course due to physical or mental debilitation or unusual or extenuating circumstances beyond their control that may have arisen and prevented them from dropping the course by the seventh week. Petitions must be filed promptly after the occurrence of the event that gave rise to the need for dropping, preferably prior to the end of the quarter. Only in rare circumstances will petitions be accepted after the close of the quarter in which the withdrawal is being petitioned. Students who have completed the requirements for the course are generally not eligible for a hardship withdrawal.

The petition for hardship withdrawal should be completed by the student and submitted to the UW Tacoma registrar. **Supporting documentation as detailed on the petition**

form must accompany the petition. The UW Tacoma registrar reserves the right to verify the authenticity and details of the documentation.

Complete Withdrawal from the University for a Registered Quarter (dropping all courses for the quarter)

It is the student's responsibility to withdraw from all courses if he or she is unable to attend. Students may withdraw using the electronic registration systems through the unrestricted drop period. Beginning with the third week of the quarter, official withdrawals must be submitted to the UW Tacoma registrar and must include the signature of the program adviser. An official withdrawal is effective the date of the last drop made electronically, the date it is received in the Office of the Registrar, or if submitted by mail, the date of the postmark.

Tuition owed will be based on the date the complete withdrawal is received. Withdrawals are NOT accepted after the last day of instruction for the quarter.

The tuition forfeiture schedule for complete withdrawal from the university is as follows:

- Students who withdraw on or before the seventh calendar day of the quarter do not pay tuition.
- Students who withdraw after the seventh calendar day through the 30th calendar day continue to owe one half of their tuition.
- Students who withdraw after the 30th calendar day continue to owe full tuition.

The following principles apply to complete withdrawal from the university:

- Courses dropped as part of a complete withdrawal from the university during the first two weeks of a quarter are not recorded on the student's UW transcript; however, the date of the complete withdrawal is recorded.
- A recipient of veterans benefits should immediately notify the veterans benefits coordinator of withdrawal.
- A student with a scholarship or loan awarded through the university should notify the financial aid counselor of withdrawal.

Withdrawal for Military Service

Students who are conscripted into the U.S. armed forces or called to active military duty may withdraw through the end of the seventh week of instruction and receive a full refund but no academic credit. A copy of the student's military orders is required. If a student withdraws after that date, the student may receive either a full refund or academic credit and no refund.

Students who withdraw for military reasons will be allowed to return to the university without having to pay another application fee. Documentation in the form of military orders will be required. Please consult with the Office of the Registrar for complete details.

Important Dates

Each quarter, the Office of the Registrar publishes a list of important dates for the upcoming quarter online on the Registration website at www.tacoma.washington.edu/register. This page contains links to the schedule of classes, academic calendar, final examination schedule, registration period dates, deadlines (including graduation application deadlines), information about tuition and fees, and registration and withdrawal procedures. It is the responsibility of the student to know and understand these procedures and deadlines.

Registering for Classes

Students register for classes online using MyUW. Before registering make sure to:

- Review the Important Dates (above) and on the Registration website.
- Talk with the program adviser before selecting courses. Academic advising is highly recommended.
- Obtain entry codes from the appropriate program office for any courses requiring entry codes.
- Have all registration materials handy. Know the schedule line number (SLN) for each course section (SLNs change every quarter). Prepare an alternate course list in case any courses are full.
- Take care of all university financial obligations. The system will not permit students to register if there is a hold on their registration.

Once initially registered, students can log in to MyUW as often as they want to check the status of sections, list their confirmed schedule, add or drop courses or check account balances.

How to Register

Students can access MyUW directly at myuw.washington.edu or through the UW Tacoma homepage at www.tacoma.washington.edu. A UW NetID and password are required.

To register for courses, click on Registration. Links to the Time Schedule are found under Registration Resources. Before gaining access to the registration screens, students will be asked to verify their address and indicate if they wish to join the Associated Students of the University of Washington Tacoma (ASUWT). After completing the information on these screens, access to registration begins. Students can then check the Time Schedule, toggle windows back to Registration, and enter the course SLNs as necessary.

When finished, click on Update Schedule. Selections are scheduled only if all sections are available and there are no restrictions that would prevent the student from registering (such as prerequisites). Messages will appear on the right side of the screen if there are any problems. Make any necessary revisions and resubmit.

Other System Features

Course availability

Beginning Period I, students can check course availability via the online time schedule at myuw.washington.edu.

Student account and loan status inquiries

Use MyUW to:

- Find current student account balance
- Get a summary of disbursed financial aid and aid-check availability
- Determine if outside lender loan funds are available
- Get the latest recorded student account payment
- Set up direct deposit of financial aid funds
- Pay tuition electronically
- Apply for short-term loans

Grades

A list of all courses taken and grades received (an unofficial transcript) is available through MyUW.

Registration Periods

Registration consists of three registration periods. For the most complete information, including the exact dates for each registration period, please visit the Registration Guide website at www.tacoma.washington.edu/register.

Registration Period I

Open to currently registered, matriculated students and those eligible to register under the quarter-off policy. Occurs during the latter half of the quarter preceding the quarter for which the student is registering. (For example, currently enrolled students registering for autumn quarter do so in spring quarter.)

Registration Period II

Open to new and returning students, nonmatriculated, and continuing students who may not have registered during Registration Period I. Period II begins when Registration Period I closes.

Registration Period III

Open to all students for late registration, course adds and drops. Occurs during the first week of the quarter. Certain fees and tuition charges may apply. Please see the Tuition and Fees section.

Late Add Period

Open during the second week of the quarter. A \$20 fee is charged for each additional day add transactions are processed. This fee is in addition to any tuition increase or forfeiture as a result of the change. At UW Tacoma, students may not add classes or increase credits after the second Friday of the quarter.

Unrestricted Drop Period

Continues through the second week of the quarter. Courses dropped during this period do not appear on the academic transcript. A \$20 fee is charged for each additional day drop transactions are processed. This fee is in addition to any tuition decrease or forfeiture as a result of the change.

Late Course Drop Period/ Annual Drop

Students may drop one course each academic year (autumn through summer quarters) from the third through the seventh week of the quarter. A W and a number indicating the week in which the course was dropped will follow the course title on the academic transcript. A \$20 fee is charged for the day that the drop transaction is processed. This fee is in addition to any tuition decrease or forfeiture as a result of the change.

Full-Time and Half-Time Status

	Full-Time	Half-Time	Less than Half-Time
Undergraduate	12 cr.	6–11 cr.	1–5 cr.
Graduate	10 cr.	5–9 cr.	1–4 cr.

To be classified as a full-time student by the University of Washington Tacoma, an undergraduate student must register for and complete at least 12 credits per quarter. A graduate student must register for and complete at least 10 credits per quarter.

To be classified as a half-time student by the university, an undergraduate must register for and complete at least six credits per quarter. A graduate student must register for and complete five credits per quarter.

Please note that financial aid and tuition rates do not necessarily correspond to the above credit requirements.

Residence Classification Requirements

The Office of the Registrar has detailed information on residence classification and the residence questionnaire. Residency is determined by several factors in addition to physical residence in Washington and may be established through the submission of documentary evidence. Any student seeking clarification regarding residency classification should review the information at www.washington.edu/students/reg/residency.html or contact the Office of the Registrar.

Military Personnel

Active-duty military personnel stationed in the state of Washington, their spouses and dependent children are eligible for resident (in-state) tuition. Please request a military exemption form from the Office of the Registrar.

Access Program for Older Adults

UW Tacoma allows Washington residents 60 years of age or older to audit certain courses on a space-available basis. Registration for Access students begins the third day of the quarter. Students who attend the university under the Access program are limited to two courses per quarter. There is a nominal registration fee, but Access students do not pay tuition. As auditors, students do not receive credit, participate in discussions, complete laboratory work or take examinations.

Auditing a Course

Students who intend to audit a course must first register for the class through MyUW and then go in person to the Office of the Registrar to elect the audit grade option. The deadline to change to audit status is listed on the Important Dates page each quarter on the Registration website. A \$20 fee may be imposed depending on the timing of the transaction. Permission to audit is granted by the course instructor and is generally allowed only for lecture classes. Auditors may not participate in discussion or laboratory work.

Summer Quarter

Students should note that due to the shortened session, deadlines for fee payment and registration transactions may vary from those of the regular academic year. See the Important Dates page on the Registration website for specific dates each summer.