

Subject: Add deadline Monday, January 30

Date: Friday, January 27, 2017 at 9:02:38 AM Pacific Standard Time

From: Kelly Hogencamp

To: All-student-l@lists.scrippscollege.edu

Priority: High

Dear Students,

Lots of important dates, deadlines, and policy reminders! Please read carefully:

The last day to add a class is **Monday, January 30**. While you may still drop a class after this date, you may not add. Changing sections of a course is considered adding a class. Remember that many courses require permission, which must be *granted* by January 30 in order to add the class.

The deadline to submit a completed petition for independent study or internship credit for the spring 2017 semester is also January 30.

- Deadline to drop a course (disappears from transcript): March 9
- Deadline to request pass/fail grading* or audit grading: March 9. Grade type changes are irreversible.
- Deadline to withdraw from a course (with a gpa-neutral grade of W): May 3

Please check your **portal** (not Sakai!) to verify you are registered for the courses/sections you're attending, and that you're attending the courses/sections in which you're registered. You cannot earn credit for a course unless you're properly registered for it. The portal, not Sakai, is real-time, official enrollment.

Spring sport **varsity athletes**: make sure you have *registered* for your sport if you want it to appear on your transcript.

Students who have **auditioned** for a section of music or dance or theatre production course: be sure you're registered in the correct course.

Fees: PE fees and lab fees are irreversible after Jan 30. so keep this in mind if you add/drop such a course.

***Pass/Fail grading, including PE :** GPA-neutral grades of "F." will display on your transcript if you do not pass your Pass/Fail course and you do not drop or withdraw from the course. Pay careful attention to the drop/withdraw deadlines.

Seniors: make sure you're registered in courses that will satisfy any outstanding graduation requirements. If you're not sure: ask! Thanks to the seniors who have stopped by my office to verify information on their Degree Audits! Non-science majors: If you're completing a spring thesis, your completed Senior Thesis Registration Form is due to my office on January 30.

Senior grades: Graduating seniors have earlier grading deadlines than other students. If you're a graduating senior enrolled in a **CGU course**, remind your instructor of senior grading deadlines (May 5!).

Full time status: Remember that 3.0 courses is the minimum to be considered enrolled full time. If you're considering part-time status, see me asap. Being under enrolled can have serious implications for campus housing, financial aid, etc.

Contact registrar@scrippscollege.edu if you have questions. We're here to help!

Best,

Kelly Hogencamp

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