



STUDENT RESPONSIBILITY

“Students are responsible for the management of their academic careers.

They are expected to familiarize themselves with the undergraduate catalog and to remain informed of all published degree requirements and deadline dates. Failure to do so does not provide a basis for exceptions to academic requirements or policies.”

UMBC Undergraduate Catalog - <http://www.umbc.edu/catalog>

Things to consider BEFORE submitting a late-add petition:

- Students are responsible for their own course registration. This includes following established procedures for enrolling in a course for which they want to receive credit, as well as dropping a course or withdrawing from a course or term they do not intend to complete. Important registration deadlines are available at: <http://registrar.umbc.edu/academic-calendar/pdf-calendars/>
- It is against university policy to participate in or attend a course without formal registration in the course. Instructors should not permit students to attend or participate in a course for which they are not formally registered and listed on the course roster. **This practice is strictly prohibited after the end of the schedule adjustment period.**
- Unless specifically notified otherwise, students are not enrolled in any course without having completed the registration transaction themselves according to the established procedures. Having access to Blackboard does not constitute formal registration in the course nor does having a spot on the wait list. The instructor being “willing” to have a student in the class also does not constitute formal enrollment. **A student is not enrolled until he/she sees the course, with the notation “Enrolled,” on his or her class schedule.**
- Failure to pay an overdue balance (resulting in a registration block) does not provide basis for a late-add petition.
- If a late-add means that the student will be enrolled in more than 19.5 credits in a fall/spring semester, more than 8 credits in one of the two summer sessions, or more than 4.5 credits in a winter session, then he/she must first receive permission for excess credits by completing the form, which is available here: <http://registrar.umbc.edu/forms/course-work-forms/> and submitting it to the Office of Academic and Pre-Professional Advising.
- Late registration fees (non-refundable) may be applied to the student’s account in the event that a late add request is approved and registration is granted as an exception to policy. For more information on late registration fees please visit: http://www.umbc.edu/sbs/late_policy.html
- Courses added after the end of the schedule adjustment period (even if approved as an exception to policy by OUE) are not considered for purposes of financial aid eligibility (due to federal regulations). To determine how a late-add petition may/may not impact the financial aid status, students should contact their financial aid counselor: <http://www.umbc.edu/financialaid/contact.html>

LATE ADD - STUDENT CHECKLIST
Academic Standards and Policy Administration - Office of Undergraduate Education

STEP ONE – Students must consult with the instructor of the course for which the late-add enrollment is requested. If the instructor supports the late-add and agrees that the failure to enroll was for a reason that was **out of the student's control**, then he/she must send an email recommendation to undergraduatepetitions@umbc.edu. In this email the instructor must verify that the student is not too far behind in the coursework to be successful and that all pre-requisites have been met.

If any permission codes are required (e.g. pre-requisite override, closed course permission or department consent), then the appropriate permission must be issued in the system and/or provided in the email to undergraduatepetitions@umbc.edu in the event that registration is approved.

STEP TWO – Students must meet with their academic advisor and/or department head to discuss the appropriateness of a late-add petition.

At the conclusion of the meeting, the academic advisor must send an email recommendation to undergraduatepetitions@umbc.edu.

STEP THREE – If a late-add petition is deemed appropriate by both the course instructor and academic advisor then the student must prepare a written statement that explains why they were unable to register for their course within the published schedule adjustment period (reason out of their control) and state why an exception should be considered.

STEP FOUR – Students must submit their written statement via the late-add petition form available at: <http://academicpolicy.umbc.edu/home/undergraduate-petitions/>

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