

## **UAM OPERATING PROCEDURE 500.2**

### **DROPS FOR NOT FINALIZING REGISTRATION**

Students who are preregistered for an upcoming term or session are expected to confirm/finalize their registration, which includes paying or making arrangements to pay tuition, fees, and other expenses, by the stated deadline. Other students are expected to confirm/finalize at the time they register for classes. Even students whose bill is \$0 or less must confirm/finalize their registration with the cashier at one of the three campus locations, or by mail, or by fax, or online at [www.uamont.edu](http://www.uamont.edu) through WeevilNet by the stated deadline. Students who do not confirm/finalize by the stated deadline may be dropped from all their classes. The deadline for preregistered students to confirm/finalize their registration is determined by the given term. The date to confirm/finalize or the drop dates may be adjusted due to inclement weather or other exigent circumstances.

#### **Fall or Spring Term**

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline.

After 4:00 pm on the ninth class day of a fall or spring term, students not confirmed/ finalized or placed on hold may be dropped from all registered classes.

Beginning with the tenth class day, a student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval, the VCAA will forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student.

After 4:00 pm on the eleventh class day of a fall or spring term, students not confirmed/ finalized may be dropped from all registered classes.

#### **Summer Session**

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline.

After 4:00 pm on the third class day of a summer session, students not confirmed/finalized or placed on hold may be dropped from all registered classes.

A dropped student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval, the VCAA will

forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student.

After 4:00 pm on the fifth class day of a summer session, students not confirmed/finalized or placed on hold may be dropped from all registered classes.

**Summary:**

**Fall or Spring Term**

Drops for not confirming/finalizing = 9th class day

Reinstatement requests honored = 10th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 11th class day

**Summer Session**

First drops for not confirming/finalizing = 3rd class day

Reinstatement appeals considered= 4th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 5th class day

*Revised: October 18, 2021*

*Revised: April 23, 2018*

*Revised: July 20, 2017*

*Revised: December 19, 2013*

*November 15, 2011*