

REGISTRATION

Registration is an official part of the academic year. By registering, the student subscribes to the terms and conditions, financial and otherwise, which have been set forth by the University. A correct registration is the responsibility of the individual student. Payment of tuition and fees must be made by the deadlines published by the Controller's Office.

Late registrations may be processed by the student during the first full week of classes. After the first full week of classes, additions may be made only by special permission. The student must obtain the Late Add Request Form and approval signature of the advisor, instructor, and dean of the college of the student's major field. Late registrations are usually not approved after the second week of classes.

Schedule Changes After Registration

Once a student has registered for even a single class section, changes to that schedule (additions and deletions) may be made by using MyBradley (<https://mybradley.bradley.edu/>), the Web registration system. Instructions are outlined in the Schedule of Classes (<https://www.bradley.edu/classes/>). Students may cancel their registrations in any classes up to the end of the second full week of classes. These registrations will not be a part of the permanent record. During the third full week through the twelfth full week of classes all courses dropped will be recorded on the permanent record with the indication of "W" (Withdrawn) and the date.

After the twelfth full week of classes, the dean of the college in the student's major field may, in case of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with the grade of "W" together with the withdrawal date.

After the first full week of classes, classes may be added only with special permission. The student must obtain a Late Add Request Form and approval signature from the academic advisor, obtain approval from the instructor and chair of the department offering the class, and then obtain an approval signature from the dean of the college in which the course is offered. Classes are not added to a student's program and no registration is permitted after the second full week of class instruction.

A student who drops a course after the second full week of classes may, with permission of the instructor, continue to attend that class for the remainder of the semester. This privilege will not be permitted in laboratory, military, or studio courses.

Procedures for withdrawing from the University are given in the current Schedule of Classes (<https://www.bradley.edu/classes/>).

Students should consult the most current edition of the Schedule of Classes (<https://www.bradley.edu/classes/>) for details concerning procedures, dates, and refund policies.