

Fall 2017 Registration Policy:

Dear PHAP Students,

To cater to all students in the program, we have made some policy changes to the process of course enrollment. This is to ensure that we can meet the needs of each student in a timely manner. Please review these policies carefully, keeping in mind that we are here to assist you and our staff will do our very best accommodating your selected courses.

- Registration for Fall 2017 **OPENS** Monday, May 15th, 2017 at 8:00AM.
Note: New students matriculating Fall 2017 will have an alternative registration date.
- Priority registration will be given to students enrolled in the previous courses in a series. For example, students who have taken CHEM 1102 in the Winter quarter will be given priority for enrolling in CHEM 1103 offered in the following Spring quarter. Priority registration ends **June 5th, 2017**, after which registration opens to all PHAP students.
 - Courses offered in series include:
 - BIOL 1401, 1402, 1403
 - BIOL 2010, 2020
 - CHEM 1101, 1102, 1103
 - CHEM 3301, 3302, 3303
 - CHEM 4411, 4412, 4413
 - MATH 1304, 1305
 - PHYS 2701, 2702, 2703
- It is the student's responsibility to monitor for time conflicts. If you have a time conflict between a waitlisted class and a registered class, registration will be given to the next waitlisted student.
- Students are only able to enroll in a maximum of 17 units per quarter. Please make sure your waitlist and enrolled classes does not exceed this limit. If we receive a maximum load error when enrolling you from a waitlisted course, registration will be given to the next waitlisted student.
- **Last day to ADD is October 3rd, 2017.**
- If you do not attend the **first two regularly scheduled class meetings**, you will be dropped at the discretion of the instructor and PHAP department to give space to other students.
- **Last day to DROP or SWAP is October 3rd, 2017**
- If students are not planning to stay in a course, you should drop the course in a timely manner. The PHAP department will not be responsible for dropping you from your course. Students who are registered for a course, but do not attend, will be assigned a failing grade by the instructor.
- **First FEE payment deadline is on September 11th, 2017, Second fee payment deadline is on September 29th, 2017** - If you are dropped for non-payment, you are not guaranteed re-enrollment in your dropped courses.