

Registration

Office of Records and Registration

Tel: 410.837.4825

Fax: 410.837.4820

Email: records@ubalt.edu

Web: www.ubalt.edu/records

SCHEDULE OF CLASSES

The schedule of classes, posted in MyUB and as a PDF online at www.ubalt.edu/records prior to registration each semester, is the official record of the class offerings for the semester. It reflects current academic information necessary for students, faculty and staff to plan for the semester. The schedule of classes, along with registration dates and the academic calendar, can be found on the University's website.

Students should be aware that the University does not cancel any student's registration for nonpayment. Students must withdraw from class(es), and failure to do so will create a financial obligation to the University even if the student does not attend class(es). Please review the appropriate policy in the [Tuition and Fees](#) section of this catalog or at www.ubalt.edu/bursar.

REGISTRATION

Students are urged to register early for the following semester. New students who have been officially accepted by the University prior to the registration period may register after receiving the required advisement. Registration is continuous from the initial date announced in the academic calendar and registration schedule through the end of the late registration period. Schedule adjustments, such as add/drop, may also be done during this period according to the calendar established for each term.

Students who register and do not withdraw will be held responsible for tuition and fees even if they never attend class. Similarly, students who drop during the change of schedule period will be responsible for fees associated with any dropped class.

LATE REGISTRATION/ADD-DROP

Late registration and final schedule adjustments are allowed during the first two weeks of the academic term. It is important to be aware that classes are in progress and that some academic work may have been missed.

The add period will extend for the first seven days of the semester. Afterward, a student may add a course only with the permission of the dean or the dean's designee representing the college or program offering the course.

The drop period will extend for the first seven days of the semester. A student dropping a course after the 7-day drop period and prior to the end of the withdrawal period will receive a W grade.

The official dates of the late registration period are listed in the academic calendar for each semester.

The above policy relates to a standard 14-week semester with one week of finals. Please refer to the [full academic calendar](#) for late registration/add-drop dates for shortened sessions within the semester.

CANCELLATION OF REGISTRATION

The University reserves the right to cancel any registration for which the student in question has not complied with appropriate procedures, rules and regulations, and the financial requirements of the University. Students should be aware that the University does not cancel any student's registration for nonpayment. Students must withdraw from class(es), and failure to do so will create a financial obligation to the University even if the student does not attend class(es). Please review the appropriate policy in the [Tuition and Fees](#) section of this catalog or at www.ubalt.edu/bursar.

TRANSCRIPTS

The transcript is the official record of a student's academic program and is released only upon written authorization of the student or by an authorized directive from the judicial system.