

Registration

Office of Records and Registration

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SCHEDULE OF CLASSES

The schedule of classes, posted in MyUB and as a PDF online at 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 they must withdraw from class(es) they do not wish to attend. 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 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 may 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.

In the event of a canceled class, students will be notified at the time of the cancellation via their University of Baltimore student email addresses. Canceled classes are automatically dropped from student schedules and may affect full-time/part-time classification, which in turn may affect financial aid awards.

LATE REGISTRATION/ADD-DROP

Late registration and final schedule adjustments are allowed during the first week of the 15-week 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 seven-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. Notably, students will be dropped from a class roster if they do not participate in the class by the add/drop deadline. Participation is defined by the faculty member for the class delivery mode. If there is an emergency that prevents a student from participating in an online or face-to-face class during the first week of class, the student should contact the professor and the Office of Records and Registration before the schedule adjustment period ends to discuss whether the student may be retained in the course or added after the class has started. Once the schedule adjustment period ends, however, the student remains on the course roll unless the student takes action to withdraw.

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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. Students who have unpaid balances may have holds placed on their records, which prevent the release of transcripts and/or diplomas.