

Embry-Riddle Aeronautical University

Spring 2020

Undergraduate and Graduate

Registration guidelines and
Important Information



DAYTONA BEACH CAMPUS CALENDAR
Undergraduate and Graduate
Spring 2020

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| <p>Jan 6 & 7 Orientation (Monday – Tuesday)</p> <p>Jan. 7 New Registration (Tuesday)</p> <p>Jan. 7 Waitlist will be closed and all students will be dropped from the waitlist (Tuesday)</p> <p>Jan. 8 Classes begin (Wednesday)</p> <p>Jan. 8-14 Add period and also first day of late registration (Wednesday–Tuesday),</p> <p>Jan. 14 Last day of late registration (Tuesday)</p> <p>Jan. 14 Last day to withdraw from ALL classes and receive 100% refund (Tuesday)</p> <p>Jan. 20 Holiday – Martin Luther King Day (Monday)</p> <p>Jan 28 Last day to drop courses with no notation of course enrollment on the academic transcript. Academic courses ONLY (Tuesday)</p> <p>Jan. 29 Early Alert grades distributed to students (Wednesday)</p> <p>Feb. 4 Last day to make up incomplete (I) grades for undergraduate and graduate courses from fall 2019 (Tuesday)</p> <p>Feb. 4 Deadline for Academic Standards/Readmissions for Sum A 2020 (Tuesday)</p> <p>Feb. 17 Holiday – President’s Day (Monday)</p> <p>Feb. 26 Mid-Term progress reports distributed to students (Wednesday)</p> | <p>Mar. 9-13 Spring Break (Monday – Friday)</p> <p>Mar. 15 Last day to submit application for spring 2020 graduation. (Sunday)</p> <p>Mar. 31 Deadline for Academic Standards/Readmissions, Sum B 2020 (Tuesday)</p> <p>Mar 31
 Apr 6 Thesis/Dissertation defense deadline (Tuesday)</p> <p>Mar 31
 Apr 6 Last day to officially drop courses and receive a grade of “W”. Also the last day to change course registration from credit to audit. Students who change to audit must continue to attend classes. (Monday)</p> <p>Apr. 23 Thesis/Dissertation submission to library deadline (Thursday)</p> <p>Apr. 23 Last day of classes (Thursday)</p> <p>Apr. 23 Last day to Opt In to Pass/Fail Grade (Thursday)</p> <p>Apr. 24 Study Day (Friday)</p> <p>Apr. 25 Final Exams (Saturday)</p> <p>Apr. 27-29 Final Exams (Monday-Wednesday)</p> <p>May 4 Commencement (Monday)</p> <p>Students who leave the University for any reason must process a withdrawal form through ERNIE Central. If a withdrawal is necessary after the last day to drop courses, as listed in the Campus Calendar, grades of “WF” will be assigned for all courses in which the student is enrolled. WF grades are calculated into the grade point average (GPA). The Dean of Students or an Academic Dean may grant exceptions for medical reasons or other extenuating circumstances.</p> |
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Registration Rules and Course Equivalency Examination Information

Undergraduate Registration Procedures

Students in good academic standing (not on warning or probation) and whose records are free of restrictions may use web-based registration.

Eligible Juniors and Seniors are not required to see their academic advisor. **It is strongly recommended that you keep your advisor informed of the courses you are taking.**

Eligible Freshmen and Sophomores must meet with their academic advisor and obtain approval of their course selection. After approval, the advisor will release a registration hold, giving the Freshman student access to web-based registration.

Entrance into a closed class: The department chair or program coordinator for the course in question must approve entrance into any closed class. A signed registration or add/drop form must be presented to ERNIE Central for entrance into a closed class.

Graduate level course for undergraduate credit: Students taking a graduate level course to use for undergraduate credit must have the approval of the appropriate graduate coordinator along with that of their academic advisor. A Petition to enroll in a 500-level course for undergraduate credit (Not for Accelerated Programs) is also required and can be found in AP-14. A registration or add/drop form must be presented to ERNIE Central for entrance into a graduate course for undergraduate credit.

Add / Drop

Students may use web-based registration to make changes to their schedule (add/drop) through the first five days of class. Students on warning or probation and who cannot use web-based registration are required to see their academic advisor for signatures and present an add/drop form to ERNIE Central. An advisor does not need to be consulted to change sections of the same course or to add a required lab. **Signatures from both the instructor and advisor are required on ALL drops after the 100% refund period.**

As changes are ongoing, there is no guarantee that the instructors listed will actually be instructing the sections as shown.

Graduate Registration Procedures

Continuing graduate students, whose academic record has no registration restrictions, are allowed to use web-based registration during the published dates. Graduate students required to take an undergraduate class must see their graduate program coordinator and must present a signed registration or add/drop form to ERNIE Central.

Course Equivalency Examinations

Students who believe they possess sufficient knowledge and who have not previously failed that particular course may apply to take a Course Equivalency Examination for a limited number of courses. Course Equivalency Examinations must be completed prior to the time the student reaches the last 30 credits for a bachelor degree. To apply to take an examination, students must contact the department chair responsible for the course.

A nonrefundable fee of \$543.00 is charged for administering each equivalency examination. Students may attempt each examination only once. Those failing an examination must register for the course in order to receive academic credit. Students who pass the examination will receive the full credit value for the course and the student's academic transcript will be noted appropriately.

Equivalency Examinations may not be administered for lab courses.

Course load status

Fall and Spring semesters - 12 credit hours constitute the minimum load for full-time student status.

Summer terms - 6 credit hours for each summer term is considered full-time student status.

Registration for additional hours above the block must be completed at ERNIE Central and requires the following signatures:

- students with a CGPA of 3.000 or higher, written approval must be granted by the student's Academic Advisor
- students with a CGPA of less than 3.000, written approval must be granted by the student's Advisor and Department Chair/designee
- 19 Credit Hours and above, written approval must be granted by the student's Advisor and Dean of their College

Advisement and Registration Dates for Continuing Students for Fall 2020

Feb 19 – Feb 28	Advisement	Advisement is required for all students in the College of Arts and Sciences in addition to all students in the ECSSE degree programs. Advisement is not required of juniors and seniors in all remaining degree programs. However, freshmen and sophomores must see their advisor prior to registration. Students on academic warning or probation must also meet with their advisor and are required to register at the Office of the Registrar. See the Registration Rules & Regulations page.
March 2	Registration for <i>PhD, graduate students</i> and <i>undergraduate students</i> in <i>senior</i> standing	All graduate students and seniors (with 88 earned credit hours) are eligible to register during this time. Students may register on the web or at the Office of the Registrar.
March 3	Registration for undergraduate students in <i>junior</i> standing	Undergraduate students, who have earned at least a total of 58 credit hours, are eligible to register during this time. Students may register on the web or at the Office of the Registrar.
March 4	Registration for undergraduate students in <i>sophomore</i> standing	Undergraduate students, who have earned at least a total of 28 credit hours, are eligible to register during this time. Students may register on the web or at the Office of the Registrar. Web registration is open to sophomores whose advisor approves their registration and releases the advisor hold.
March 5	Registration for undergraduate students in <i>freshman</i> standing	Students who have not yet earned 28 credit hours are eligible to register during this time. Students may register on the web or at the Office of the Registrar. Web registration is open to freshmen whose advisor approves their registration and releases the advisor hold.
March 6	Registration continues for all students.	

**FINAL EXAMINATION SCHEDULE
 SPRING SEMESTER 2020
 April 25-29**

COMMON EXAMINATIONS:

COM 008, COM 018, COM 122, COM 219, COM 020, COM 122NNS	Monday, April 27	1015-1215
HU 140, HU 141, HU 142, HU 143, HU 145, HU 146, COM 221	Saturday, April 25	0800-1000
CS 225, EE 327, AE 201	Monday, April 27	1230-1430
PS 103, PS 104, CHM 110, PS 150, PS 160, AE 308	Tuesday, April 28	0800-1000
MA 004, MA 006, MA 241, PS 250,	Saturday, April 25	1700-1900
MA 111, MA 242, MA 112, AE 307	Saturday, April 25	1230-1430

CLASSES MEETING MW, MWF, M, W, MTTTF, DAILY

0800-0850	Monday, April 27	0800-1000
0900-0950	Monday, April 27	1445-1645
1000-1050	Saturday, April 25	1445-1645
1100-1150	Monday, April 27	1915-2115
1200-1250	Wednesday, April 29	1915-2115
1300-1350	Tuesday, April 28	1230-1430
1400-1450	Wednesday, April 29	0800-1000
1500-1550	Tuesday, April 28	1700-1900
1600-1650	Wednesday, April 29	1230-1430
1700-2050	Wednesday, April 29	1700-1900

CLASSES MEETING T, TH, TTH:

0815-0930	Saturday, April 25	1015-1215
0945-1100	Saturday, April 25	1915-2115
1115-1230	Tuesday, April 28	1445-1645
1245-1400	Monday, April 27	1700-1900
1415-1530	Tuesday, April 28	1015-1215
1545-1700	Wednesday, April 29	1015-1215
1715-1830	Tuesday, April 28	1915-2115
1845-2000/1900-2200	Wednesday, April 29	1445-1645

- FINAL EXAMS ARE HELD IN THEIR REGULARLY SCHEDULED CLASSROOMS. ANY CHANGES TO THIS WILL BE ANNOUNCED BY THE COURSE INSTRUCTOR.

THOSE STUDENTS WHO HAVE EXAM CONFLICTS OR WHO ARE SCHEDULED FOR THREE (3) OR MORE EXAMS ON ONE DAY MUST MAKE SPECIAL ARRANGEMENTS WITH THEIR INSTRUCTOR ON AN INDIVIDUAL BASIS IF THEY WISH TO RESCHEDULE ONE OF THESE EXAMS. IF STUDENTS ARE UNABLE TO ACCOMPLISH THIS ON THEIR OWN, THEY SHOULD CONTACT THE DEPARTMENT COORDINATOR.

**FINAL EXAM DATES IN GRADUATE CLASSES OFTEN DIFFER FROM THIS SCHEDULE. CONTACT YOUR INSTRUCTOR FOR DETAILS.