

Embry-Riddle Aeronautical University

Summer 2020

Undergraduate and Graduate

Registration guidelines and Important
Information

EMBRY-RIDDLE

Aeronautical University

DAYTONA BEACH, FLORIDA

DAYTONA BEACH CAMPUS CALENDAR
Undergraduate and Graduate
Summer A 2020

May 4	AMS Orientation (Monday)	June 16	Last day to officially drop classes and receive a grade of “W” . Also last day to change course registration from credit to audit . Students who change from credit to audit must continue to attend classes (Tuesday)
May 5	AMS classes begin (Tuesday)		
May 11	Orientation (Monday)		
May 11	Registration for new students – Undergraduate and Graduate for Terms A & B (Monday)	June 16	Last day to make up incomplete (I) grades for graduate & undergraduate courses from Spring 2020 (Tuesday)
May 11	Waitlist will be closed and all students will be dropped from the waitlist (Monday)	June 18	Last day of classes Academic/AMS (Thursday)
May 12	Classes Begin – (Tuesday) Academic Classes	June 19	Study Day (Friday)
May 12	Add period and also first day of late registration (Tuesday)	June 20 & 22	Final Examinations (Saturday and Monday)
*May 14	Last day of late registration . Also last day to drop all classes from Term A and receive 100% refund (Thursday)	July 15	Last day to submit application for Summer 2020 graduation (Wednesday)
May 25	Holiday – Memorial Day (Monday)	Aug. 15	Summer degrees (A, B & C) conferred, no ceremony (Saturday)
May 26	Last day to drop courses with no notation of course enrollment on the academic transcript (Tuesday)	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.	
May 26	Deadline for Academic Standards/Readmissions for Fall 2020 (Tuesday)		
May 29	Midterm Progress Reports available to Students, Advisors and Program Coordinators (Friday)		

DAYTONA BEACH CAMPUS CALENDAR
Undergraduate & Graduate
Summer B 2020

June 22	AMS Orientation (Monday)	July 28	Last day to officially drop classes and receive a grade of “W”. Also last day to change course registration from credit to audit. Students who change to audit must continue to attend classes (Tuesday)
June 23	AMS classes begin (Tuesday)		
June 28-29	Orientation (Sunday and Monday)		
June 29	Registration for new Undergraduate and Graduate students for Term B (Monday)	Aug. 6	Last day of Academic classes and AMS classes (Thursday)
June 29	Waitlist will be closed and all students will be dropped from the waitlist (Monday)	Aug. 7	Study Day (Friday)
June 30	Classes begin – (Tuesday) Academic classes	Aug. 8 & 10	Final Examinations (Saturday and Monday)
June 30	Add period and also first day of late registration	Aug. 15	Summer degrees (A, B & C) conferred, no ceremony (Saturday)
July 2	Holiday – Independence Day (Thursday)		
July 6	Last day of late registration. Also last day to drop classes from Term B and receive 100% refund (Monday)		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.
July 15	Last day to submit application for Summer 2020 graduation (Wednesday)		
July 14	Last day to drop classes with no notation of course enrollment on the academic transcript (Tuesday)		
July 17	Midterm Progress Reports available to Students, Advisors and Program Coordinators (Friday)		

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 for Fall/Spring and through the first three days of Summer A, B and C. 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

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
DAYTONA BEACH CAMPUS**

**FINAL EXAMINATION SCHEDULE
SUMMER A 2020
JUNE 20 AND 22
Saturday and Monday**

The following exams will be held in their regularly scheduled classrooms unless other arrangements are made by the instructor

CLASS MEETING TIME	EXAM DAY & TIME
0800 – 0930	Saturday 0800—1000
0945 – 1115	Monday 0800—1000
1130 – 1300	Saturday 1030—1230
1315 – 1445	Monday 1030—1230
1500 – 1630	Saturday 1300—1500
1645 – 1815	Monday 1300—1500

Those students who have exam conflicts or who are scheduled for more than three (3) exams on one (1) day must make special arrangements with their instructors on an individual basis if they wish to re-schedule ONE (1) of those exams. If Students are unable to accomplish this on their own, they should contact the Department Chair

**FINAL EXAMINATION SCHEDULE
SUMMER B 2020
AUGUST 8 AND 10
Saturday and Monday**

The following exams will be held in their regularly scheduled classrooms unless other arrangements are made by the instructor

CLASS MEETING TIME	EXAM DAY & TIME
0800 – 0930	Monday 0800—1000
0945 – 1115	Saturday 0800—1000
1130 – 1300	Monday 1030—1230
1315 – 1445	Saturday 1030—1230
1500 – 1630	Monday 1300—1500
1645 - 1815	Saturday 1300—1500

Those students who have exam conflicts or who are scheduled for more than three (3) exams on one (1) day must make special arrangements with their instructors on an individual basis if they wish to re-schedule ONE (1) of those exams. If Students are unable to accomplish this on their own, they should contact the Department Chair