

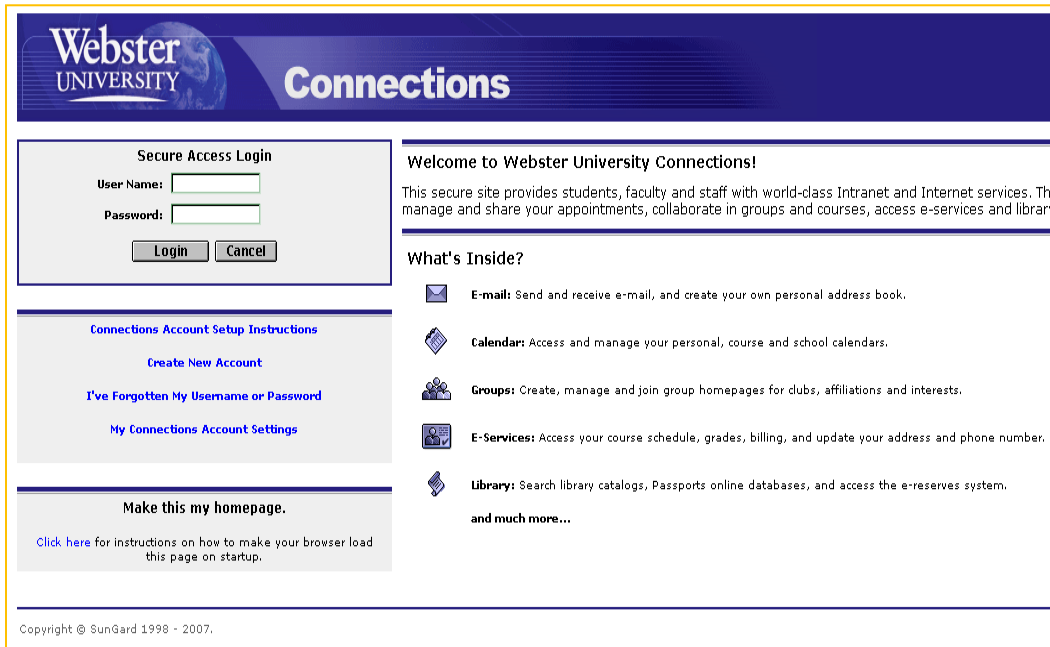
Online Registration Tutorial

1. You will first need to log in to your **Connections** account. You can do this by clicking on the Yellow **Connections Login** link at the top of the Webster University Homepage:

The screenshot shows the Webster University homepage. At the top left is the Webster University logo. To the right is a 'Quick Links...' dropdown menu. Below the logo is a navigation bar with links: ABOUT WEBSTER, ACADEMICS, ADMISSIONS & AID, WORLDWIDE CAMPUSES, and CONTACT US. Below this is a secondary navigation bar with links: STUDENT LIFE & SERVICES, NEWS & EVENTS, LIBRARY, and CONNECTIONS LOGIN. The 'CONNECTIONS LOGIN' link is circled in red. Below the navigation bar is a large banner image of Webster Hall in St. Louis, Missouri, USA. To the left of the banner is a 'World of Opportunity' section with text about international programs. Below the banner are three columns: 'RESOURCES' with links for Prospective Students, Current Students, Alumni, Faculty, Friends & Visitors, and Staff; 'UNIVERSITY HIGHLIGHTS' featuring a photo of Indonesian President Susilo Yudhoyono and text about his graduation from Webster University; and 'NEWS & INFO' with news items about a professor selected for TLC's 'What Not to Wear' and alum Jason Hackenwerth. At the bottom is a search bar, a 'WORLDWIDE CAMPUSES' dropdown, and social media icons for Facebook, LinkedIn, MySpace, Twitter, and YouTube. The footer contains copyright information: Copyright ©2003-2006 Webster University • 470 East Lockwood Avenue • St. Louis, MO 63119-3194 U.S.A.

Online Registration Tutorial

2. Once there, you will enter your **Connections** username and password (see screen shot below). If you do not know what your username and password are, you need to contact the Help Desk at support@webster.edu for assistance. Be sure to include your Student ID number in all correspondence.



The screenshot shows the Webster University Connections login page. At the top left is the Webster University logo. The main header is a dark blue bar with the word "Connections" in white. Below the header, on the left, is a "Secure Access Login" box containing fields for "User Name:" and "Password:", and "Login" and "Cancel" buttons. To the right of the login box is a "Welcome to Webster University Connections!" message, followed by a paragraph describing the site's services. Below the welcome message is a "What's Inside?" section with four items: "E-mail", "Calendar", "Groups", and "E-Services", each with a small icon and a brief description. At the bottom left of the page, there are three links: "Connections Account Setup Instructions", "Create New Account", and "I've Forgotten My Username or Password". Below these links is a "My Connections Account Settings" link. At the bottom center, there is a "Make this my homepage." section with a link to instructions on how to make the page load on startup. The footer contains the copyright notice: "Copyright © SunGard 1998 - 2007."

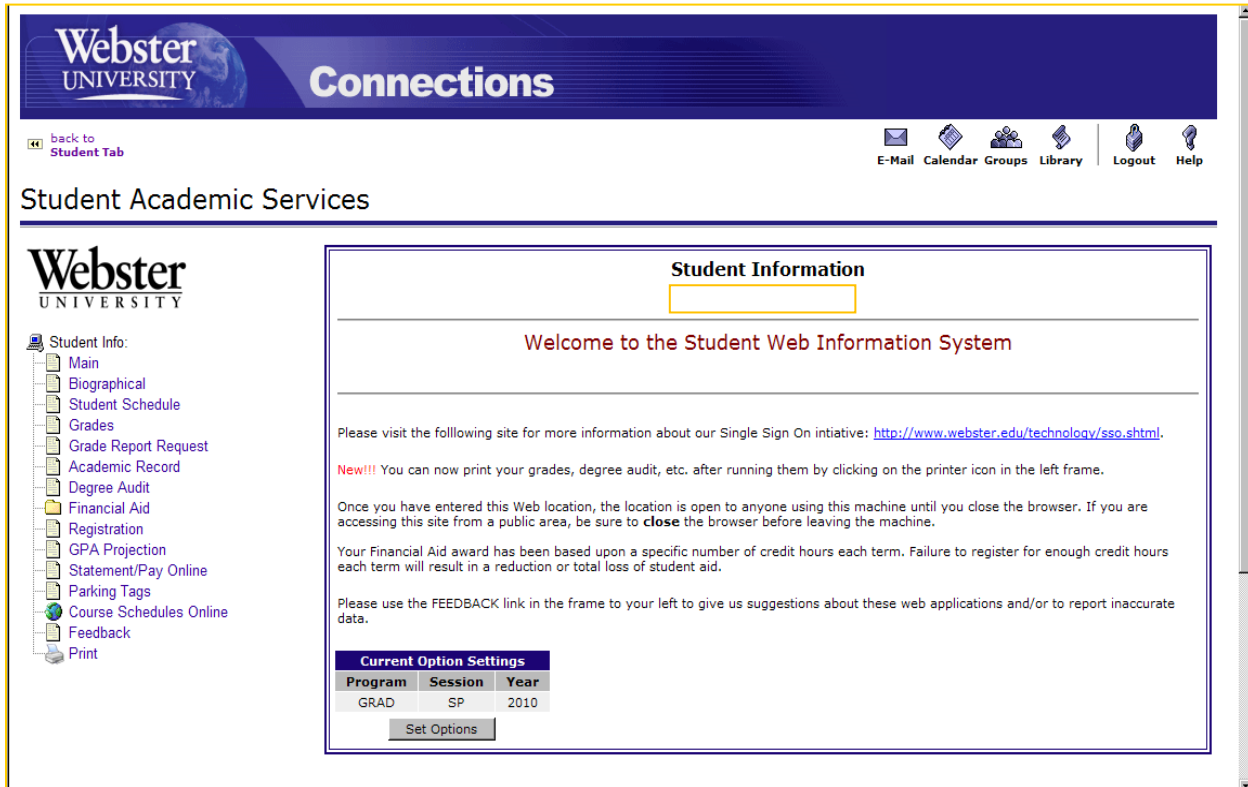
Online Registration Tutorial

- Once you log in, you will need to locate the gray *Student* tab. This tab is located at the top left hand side of your screen. Click on it, and then click on the *Student Academic Services* channel as indicated below:

The screenshot displays the Webster University Connections website interface. At the top left, the Webster University logo is visible. The main header area is dark blue with the word "Connections" in white. Below the header, there is a navigation bar with tabs: "My Connections", "Tutorial", "Student", "Staff", and "Sample". The "Student" tab is highlighted with a red circle. To the right of the navigation bar, there are icons for "E-Mail", "Calendar", "Groups", "Library", "Logout", and "Help". The date "October 22, 2009" is displayed in the top right corner. The main content area is divided into several sections: "My Courses" (with a "Course Login" button), "Student Academic Services" (circled in red, containing a link to "Student Services" and instructions on how to access them), "Academic Resources" (listing various university services and catalogs), "Billing statements and payments" (with a link to "view and pay your bill"), "The Galaxy" (Webster's Student Voice), and "The Journal Online" (Stories from the current online edition of The Journal).

Online Registration Tutorial

- After you log in a second time using the pop-up box which appears, you will see your main *Student* screen:



The screenshot shows the Webster University 'Connections' page for Student Academic Services. The main content area is titled 'Student Information' and contains a 'Welcome to the Student Web Information System' message. A navigation menu on the left lists various services like 'Main', 'Biographical', 'Student Schedule', 'Grades', 'Grade Report Request', 'Academic Record', 'Degree Audit', 'Financial Aid', 'Registration', 'GPA Projection', 'Statement/Pay Online', 'Parking Tags', 'Course Schedules Online', 'Feedback', and 'Print'. A 'Current Option Settings' table is also visible at the bottom of the main content area.

Student Information

Welcome to the Student Web Information System

Please visit the following site for more information about our Single Sign On initiative: <http://www.webster.edu/technology/sso.shtml>.

New!!! You can now print your grades, degree audit, etc. after running them by clicking on the printer icon in the left frame.

Once you have entered this Web location, the location is open to anyone using this machine until you close the browser. If you are accessing this site from a public area, be sure to **close** the browser before leaving the machine.

Your Financial Aid award has been based upon a specific number of credit hours each term. Failure to register for enough credit hours each term will result in a reduction or total loss of student aid.

Please use the FEEDBACK link in the frame to your left to give us suggestions about these web applications and/or to report inaccurate data.

Current Option Settings		
Program	Session	Year
GRAD	SP	2010

Set Options



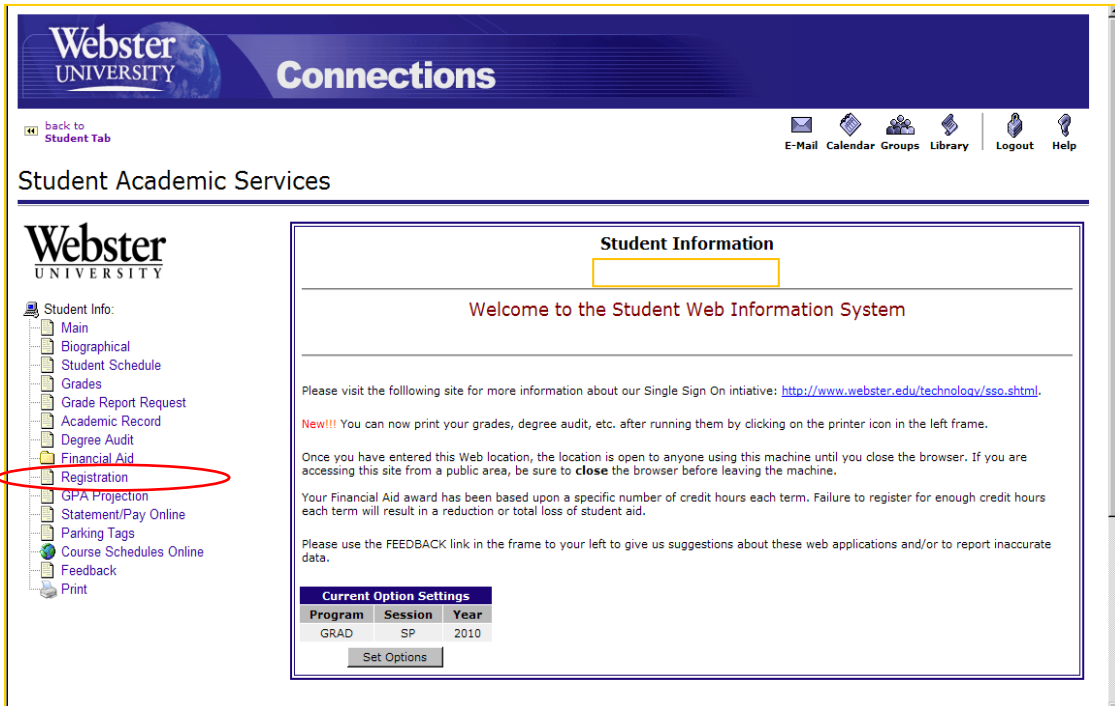
Online Registration Tutorial

5. To determine what courses you need for the next available session, you will use:
 - a. The degree plan that was provided by your academic advisor at the beginning of your program (this lists all of your course requirements and will indicate any waivers, substitutions or transfer credit that you discussed at the beginning of your program)
 - b. In conjunction with the *Degree Audit* located in your *Academic Services Channel* (screen shot below)
 - c. And the [Webster University Graduate Studies Catalog](#) (for information on course descriptions, to select electives, to review pre-requisite information).

Webster University Degree Audit						
ID Number:		Program:	GRAD			
Class:	Graduate	Major:	Business Administr			
Enrollment Location:	WEBG Webster Groves, MO	Service Location:	ONLN Online Courses			
Advisor:	Guccione, Elizabeth S.	Planned Grad Date:	MAY 2013			
Date:	Wed Dec 2 2009	Time:	17:24			
THIS DEGREE AUDIT IS PROVIDED FOR ADVISEMENT; IT IS NOT AN OFFICIAL RECORD. FINAL RESPONSIBILITY FOR COMPLETION OF REQUIREMENTS IS HELD BY YOU, PLEASE REPORT ADDITIONS OR CORRECTIONS TO YOUR ADVISOR.						
MBA Requirements - 36Hrs						
	GPA	Res GPA	Hours	Res Hrs		
Required	3.000	3.000	36.0	27.0		
Completed	3.840	3.840	6.0	6.0		
Required 0.0 of last 0.0 in residency.						
Completed 0.0 of last 0.0 in residency.						
A MAXIMUM OF THREE CREDIT HOURS OF SEMINAR (5500) COURSES MAY BE TAKEN AS ELECTIVES TO FULFILL REQUIREMENTS.						
MBA - 36 hours - GR 2009						
REQUIRED COURSES	Hours to complete:	21	Sequences to complete:	1		
REQUIRED MAJOR COURSES						
*A Required = 0 - 0 courses, 27.0 - 27.0 hours						
Completed to date = 2 courses, 6.0 hours						
*A	MRKT 5000	Marketing	MRKT 5000	\$109	WEBG	3.0 A-
*A	MNGT 5590	Organizational Behavior	MNGT 5590	\$209	WEBG	3.0 A
*A	FINC 5000	Finance				
*A	FINC 5880	Advanced Corporate Finance				
*A	BUSN 5760	Applied Business Statistics				
*A	BUSN 6070	Management Accounting				
*A	BUSN 6110	Operations and Project				
*A	BUSN 6120	Managerial Economics				
*A	BUSN 6200	Strategy and Competition				
ELECTIVE COURSES	Hours to complete:	9	Sequences to complete:	1		
ELECTIVES						
*A Required = 0 - 0 courses, 9.0 - 9.0 hours						
Completed to date = 0 courses, 0.0 hours						
	*** 5***					
	**** 5***					
	**** 6***					
	**** 5****	Business Law	BUSN 5630	\$110	WEST	3.0 N/A
	**** 5****					
Statistics for MBA - 36 hours - GR 2009						
	GPA	Res GPA	Hours	Res Hrs		
Required	0.00	0.00	36	27		

Online Registration Tutorial

- Once you have determined which courses you wish to sign up for, you will click on the *Registration* link located toward the bottom of the left hand menu:

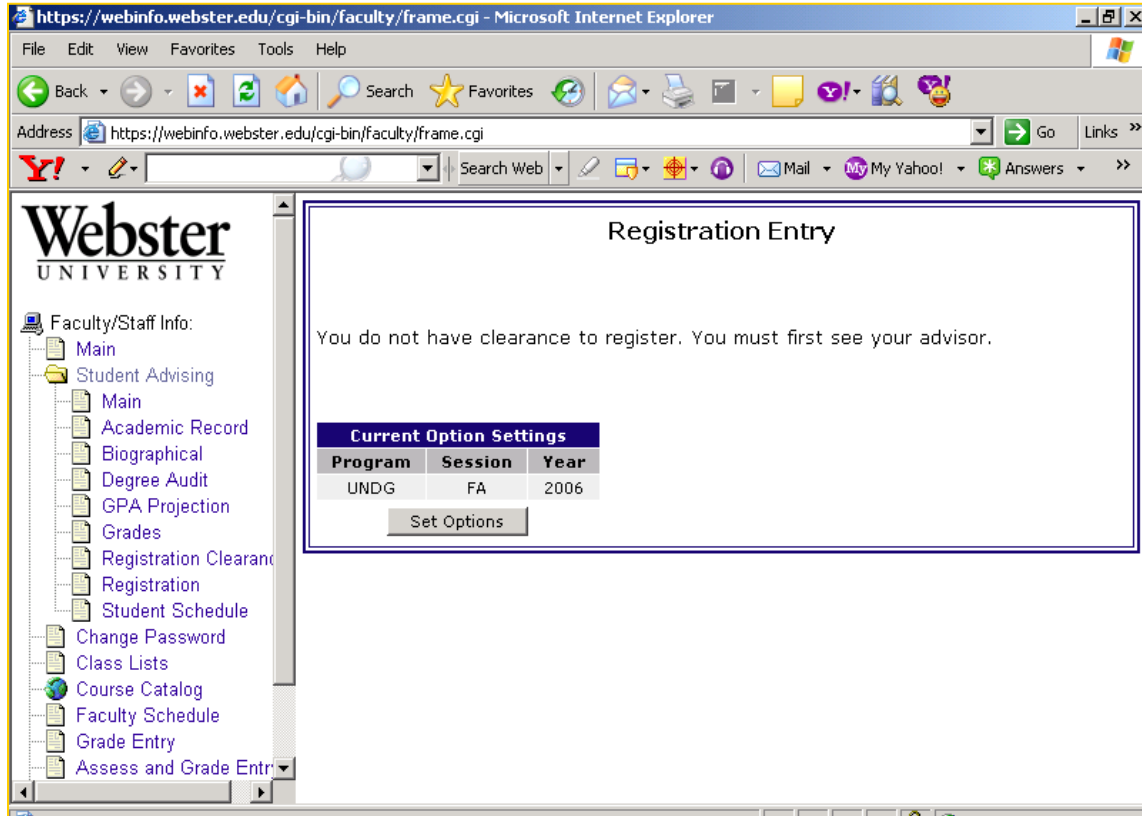


The screenshot displays the Webster University "Connections" portal. The top navigation bar includes links for E-Mail, Calendar, Groups, Library, Logout, and Help. The main content area is titled "Student Academic Services" and features a "Student Information" section with a "Welcome to the Student Web Information System" message. A left-hand menu lists various services, with "Registration" highlighted by a red oval. Below the menu, a "Current Option Settings" table is visible.

Program	Session	Year
GRAD	SP	2010

Set Options

7. If you receive this message:



You might have your *Current Option Settings* dialed to the wrong term and year. To fix this you will need to click on the *Set Options* button:



Online Registration Tutorial

You will then need to set your program appropriately (Graduate or Undergraduate), your session (Fall, Spring or Summer, depending on what term you are registering for) and the year of your registration. **BE ADVISED** – the Spring session requires you to set the year ahead, for example if I am currently enrolled in Fall 2010 and I am attempting to register for the next term which is Spring I 2011, then I must set the year to 2011 under the Current Option Settings.

8. You may also receive a message indicating that you have a hold on your account. Messages that include holds will have a number for you to call to get more information. Common holds include lack of official transcripts or holds surrounding payment. **Your account must be clear of holds in order to register.**
9. If your *Current Option Settings* are set correctly then your first step under *Registration* will be to enter your *Payment Method*. You can find a detailed list of payment methods [here](#). Select the appropriate method from the drop down box.

Registration Entry

SP - 2010

PAYMENT OPTIONS

Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without choosing at least one payment option.** You only have to do this once per semester.

Payment Option 1:

Payment Option 2:

Payment Option 3:

None

DB Direct Billing to Employer

ER Employer Reimbursement

FA All forms of Financial Aid

PD Paid 2 weeks before class starts

TA Tuition Assistance/Military

TM (TM)Tuition Monthly Payment Plan

TR Tuition Remission/Exchange

VA Veteran's Administration

VR Vocation Rehabilitation

To ADD: Enter course and section number. Example: Course Number: COSC 1010 Section: 001
 To look up a course, enter the pre number and click the ? button.
 To look up a section, leave the section number blank and click the ? button.
 To DROP or WITHDRAW: Mark column with a checkmark next to it.

A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.
 A withdrawal will be performed if this is selected during the appropriate dates for withdrawing.

When finished, close browser or click other option to perform other activities.

Course Number: ?

Section: ?

Add

Ready for entry.

No courses currently registered.

Current Option Settings

Program	Session	Year
GRAD	SP	2010

Set Options

Online Registration Tutorial

10. Next, you will enter the course number of the class you wish to register for in the box provided.
 (Ex. If I need to register for HRMG 5000 Human Resources Management, I will enter HRMG 5000.)

Registration Entry

PAYMENT OPTIONS

Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without choosing at least one payment option.** You only have to do this once per semester.

Payment Option 1:

Payment Option 2:

Payment Option 3:

REGISTRATION

To ADD: Enter course and section number, then click **Add**.
 Example: Course Number: COSC 1000 Section: 01
 To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.
 To look up a section, leave the section box blank and click the ? button next to it.
 To DROP or WITHDRAW: Mark course to drop, then click **Drop**.
 A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.
 A withdrawal will be performed if this is selected during the appropriate dates for withdrawing.
 When finished, close browser or click other option to perform other activities.

Course Number: ||| Section:

No courses currently registered.

Current Option Settings

Program	Session	Year
GRAD	SP	2010

BE ADVISED that the box containing a '?' next to the course will allow you to pull a list of courses based on the suffix as shown below:

Available Courses for SP 2010

Mark the course you wish to select.

Select	Course	Title	Select	Course	Title
<input type="radio"/>	HRMG 5000	Managing Human Resources	<input type="radio"/>	HRMG 5010	Staffing, Volunteers, and
<input type="radio"/>	HRMG 5660	Issues in Human Resources	<input type="radio"/>	HRMG 5700	Employment Law
<input checked="" type="radio"/>	HRMG 5800	Staffing and Selection	<input type="radio"/>	HRMG 5920	Compensation
<input type="radio"/>	HRMG 5930	Labor-Management Relations	<input type="radio"/>	HRMG 6000	Integrated Studies in Human

Click the circle next to the course you wish to enroll in and then click the *Select* button at the top of the column.

Online Registration Tutorial

11. Your next step will be to select a *Section* of the course. You can pull a listing of all available sections offered throughout all Webster University campuses by click on the '?' box next to *Section*:

Registration Entry

SP - 2010

PAYMENT OPTIONS

Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without choosing at least one payment option.** You only have to do this once per semester.

Payment Option 1:	FA	▼
Payment Option 2:		▼
Payment Option 3:		▼

REGISTRATION

To ADD: Enter course and section number, then click **Add**.
 Example: Course Number: COSC 1000 Section: 01
To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.
To look up a section, leave the section box blank and click the ? button next to it.
To DROP or WITHDRAW: Mark course to drop, then click **Drop**.
 A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.
 A withdrawal will be performed if this is selected during the appropriate dates for withdrawal.
 When finished, close browser or click other option to perform other activities.

Course Number:	HRMG 5800	?		Section:		?		<input type="button" value="Add"/>
----------------	-----------	---	--	----------	--	---	--	------------------------------------

Enter the desired section and click Add.

No courses currently registered.

Current Option Settings

Program	Session	Year
GRAD	SP	2010

Online Registration Tutorial

The section list will take a few moments to generate, but will look like the screenshot below:

Section Schedule														
HRMG 5800 - Staffing and Selection														
Mark the section you wish to select.														
Select	Section	TextBooks	Instructor	Reg/Limit	Status	Hours	Reqmts	Campus	Building	Room	Dates	Days	Beg	End
<input type="radio"/>	07	Books	STAFF	21 / 25	Open	3		WEST	WEST		01/03/2011 - 03/04/2011	-M-----	5:30p	9:30p
<input type="radio"/>	29	Books	Harris, Mi	7 / 20	Open	3		HILL	HILL		01/03/2011 - 03/04/2011	-M-----	5:30p	9:30p
<input type="radio"/>	40	Books	Armatas, S	2 / 25	Open	3		DENV	DENV		01/03/2011 - 03/04/2011	-M-----	5:30p	9:30p
<input type="radio"/>	44	Books	Oliver, He	1 / 25	Open	3		EDWD	EDWD		01/03/2011 - 05/13/2011	---W---	6:00p	10:00p
<input type="radio"/>	49	Books	Potter, Da	5 / 10	Open	3		LEJE	LEJE		01/03/2011 - 03/04/2011	----R--	5:30p	9:30p
<input type="radio"/>	51	Books	Buselt, Jo	0 / 16	Open	3		MAFB	412	23	03/14/2011 - 05/13/2011	---W---	5:30p	9:30p
<input type="radio"/>	54	Books	Karns, Don	4 / 25	Open	3		GREN	GREN		03/14/2011 - 05/13/2011	----R--	5:45p	10:00p
<input type="radio"/>	5A	Books	Woodfaulk,	7 / 20	Open	3		COLM	COLM		01/03/2011 - 03/04/2011	-----F-	5:45p	9:45p
<input type="radio"/>	5E	Books	Woodfaulk,	4 / 20	Open	3		COLM	COLM		03/14/2011 - 05/13/2011	-----F-	5:45p	9:45p
<input type="radio"/>	74	Books	Ladnier, P	2 / 25	Open	3		OCLA	OCLA		01/03/2011 - 03/04/2011	--T----	5:30p	9:30p
<input type="radio"/>	BO	Books	Mobley, Co	13 / 16	Open	3		BOLL	BOLL		03/12/2011 - 05/13/2011	---W---	5:30p	9:30p
<input type="radio"/>	CH	Books	Robinson,	6 / 16	Open	3		CHAR	CHAR		01/03/2011 - 03/04/2011	---W---	5:45p	10:00p
<input type="radio"/>	F9	Books	STAFF	2 / 25	Open	3		FTSL	FTSL		01/03/2011 - 03/04/2011	---W---	6:00p	10:00p
<input type="radio"/>	FG	Books	Ervin, Kat	0 / 18	Open	3		FTLV	FTLV		01/03/2011 - 03/04/2011	--T----	5:30p	9:30p
<input type="radio"/>	FK	Books	Myers, Syl	12 / 20	Open	3		FTJK	FTJK		03/14/2011 - 05/13/2011	----R--	5:45p	9:45p
<input type="radio"/>	G1	Books	STAFF	1 / 25	Open	3		WING	WING		01/03/2011 - 03/04/2011	----R--	5:30p	9:30p
<input type="radio"/>	HT	Books	Woodard, T	2 / 25	Open	3		HNTR	HNTR		03/14/2011 - 05/12/2011	--T----	6:00p	10:00p

SECTIONS - Sections are assigned a number that corresponds to the specific section, textbook, instructor, registration limit, status, hours, requirements, campus location, dates, day and time for each class.

TEXTBOOK – Clicking on this link will link you to the online bookstore for textbook information.

INSTRUCTOR – This is the instructor assigned to a particular section of a course. If the column says *Staff*, this indicates an instructor has not been assigned yet. Instructor assignments may change depending on instructor availability and department assignments.

REG/LIMIT – This column will show you how many seats are remaining out the total amount available in the class. (Ex. If there are 25 seats available in the class, but 4 people have registered this column will read 21/25.)

CAMPUS - If you are taking classes on campus, you will want to look for your campus location in the “Campus” column.



Online Registration Tutorial

LOCATION – This is the building that the course meets in. For online courses this will be *ONLN*.

DATES – This column will tell you if the course is being offered term 1 or term 2. Pay close attention to these when registering.

DAY – This is the day of the week the class will meet on.

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

TIME – Most evening classes at Webster University meet from 5:30-9:30pm, however, some site locations will run classes from 6:00-10:00pm or 5:45–10:00pm. You can check your class time in the Beg = beginning and End = ending columns.

SPECIAL NOTE REGARDING ONLINE CLASSES

Select	Section	TextBooks	Instructor	Reg/Limit	Status	Hours	Reqmts	Campus	Building	Room	Dates	Days	Beg	End
<input type="radio"/>	NA	Books	Franks, Cl	7 / 25	Open	3		NAVL	NAVL		03/14/2011 - 05/13/2011	-M-----	6:00p	10:00p
<input type="radio"/>	OA	Books	Ahr, Thoma	17 / 16	Closed	3		WEBG	ONL1		01/03/2011 - 03/04/2011		TBA	
<input type="radio"/>	OB	Books	Ervin, Kat	17 / 16	Closed	3		WEBG	ONL1		01/03/2011 - 03/04/2011		TBA	
<input type="radio"/>	OC	Books	STAFF	15 / 16	Open	3		WEBG	ONL1		01/03/2011 - 03/04/2011		TBA	
<input type="radio"/>	OD	Books	STAFF	3 / 16	Open	3		WEBG	ONL1		01/03/2011 - 03/04/2011		TBA	
<input type="radio"/>	QA	Books	Ahr, Thoma	16 / 16	Closed	3		WEBG	ONL1		03/14/2011 - 05/13/2011		TBA	
<input type="radio"/>	QB	Books	STAFF	7 / 16	Open	3		WEBG	ONL1		03/14/2011 - 05/13/2011		TBA	
<input type="radio"/>	QC	Books	Ervin, Kat	5 / 16	Open	3		WEBG	ONL1		03/14/2011 - 05/13/2011		TBA	
<input type="radio"/>	QD	Books	STAFF	2 / 16	Open	3		WEBG	ONL1		03/14/2011 - 05/13/2011		TBA	
<input type="radio"/>	R2	Books	Atwood, Je	8 / 25	Open	3		SORL	SORL		01/03/2011 - 03/04/2011	---W---	5:30p	9:30p

Online sections will be noted by their Campus code of *WEBG*, Building code of *ONL1* and their time listing of *TBA*. Online courses within the School of Business list their sections as “OA – OZ” for the first term (Fall I, Spring I and Summer) and “QA – QZ” for the second term (Fall II, Spring II).

Once you determine which section you wish to enroll in, click the circle next to it and click the *Select* button at the top of the column.

Online Registration Tutorial

12. After you do this you will need to click the *Add* button next to the course on the right hand side.

Registration Entry

SP - 2010

PAYMENT OPTIONS

Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without choosing at least one payment option.** You only have to do this once per semester.

Payment Option 1:

Payment Option 2:

Payment Option 3:

REGISTRATION

To ADD: Enter course and section number, then click **Add**.
 Example: Course Number: COSC 1000 Section: 01
 To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.
 To look up a section, leave the section box blank and click the ? button next to it.
 To DROP or WITHDRAW: Mark course to drop, then click **Drop**.
 A Drop will be performed if the Drop/Withdraw button is selected within the appropriate dates for dropping a course.
 A withdrawal will be performed if this is selected during the appropriate dates for withdrawing.
 When finished, close browser or click other option to perform other activities.

Course Number: ||| Section:

Click Add to add the selected course.

No courses currently registered.

13. Once a course has been added, it will appear on a schedule on the same page as shown below:

Registration Entry

SP - 2010

PAYMENT OPTIONS

Please indicate your payment method. You may choose up to three options from the list. **NOTE: You will be unable to register without choosing at least one payment option.** You only have to do this once per semester.

Payment Option 1:

Payment Option 2:

Payment Option 3:

REGISTRATION

To ADD: Enter course and section number, then click **Add**.
 Example: Course Number: COSC 1000 Section: 01
 To look up a course, enter the prefix of the course (e.g. MATH, COSC), then click the ? button.
 To look up a section, leave the section box blank and click the ? button next to it.
 To DROP or WITHDRAW: Mark course to drop, then click **Drop**.
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 When finished, close browser or click other option to perform other activities.

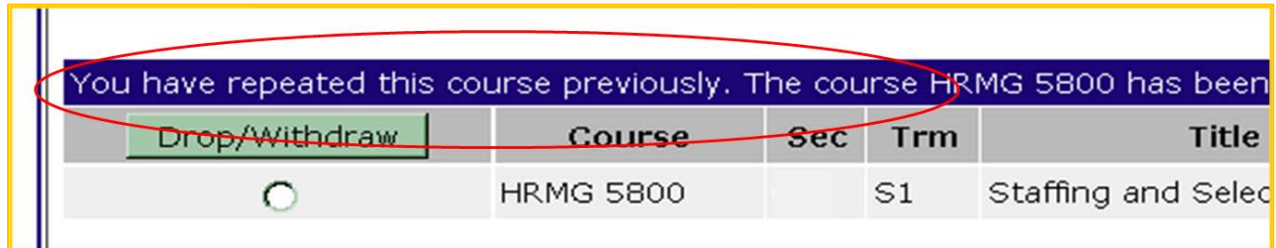
Course Number: ||| Section:

You have repeated this course previously. The course HRMG 5800 has been added to your schedule. Total Hours: 3.00

Drop/Withdraw	Course	Sec	Trm	Title	Hours	Days	Beg	End	Bldg	Room
<input type="radio"/>	HRMG 5800	QB		Staffing and Selection	3.00	-----	00:00a	00:00a	ONL1	

Online Registration Tutorial

BE ADVISED – Notes will sometimes appear in the blue bar above the schedule. In the example below this student is attempting to register for a course they have already completed:



Drop/Withdraw	Course	Sec	Trm	Title
<input type="radio"/>	HRMG 5800		S1	Staffing and Select

14. After you are done registering you can double check that everything went through in the system by reviewing your *Student Schedule* for the *Session* and *Year* that you completed your registration for. You do this by clicking on *Student Schedule* located on the pages left hand menu.

15. If you are a St. Louis area or online student and you run into a technical difficulty and are unable to register yourself online, you may register by contacting Academic Advising at onlineadvising@webster.edu or 1.800.982.3847. You will need the following information

- a. NAME
- b. STUDENT ID
- c. ADDRESS
- d. PHONE
- e. PAYMENT METHOD
- f. COURSE AND SECTION (term if the course is online)

16. If you are attending courses at a Webster University extended campus, simply contact your campus with the following information:

- a. NAME
- b. STUDENT ID
- c. ADDRESS
- d. PHONE
- e. PAYMENT METHOD
- f. COURSE AND SECTION (term if the course is online)

You can find contact information for your campus by accessing the Worldwide Campus map:

<http://www.webster.edu/worldwide/>

17. If you do not know what course you need to register for you should make an appointment with your Academic Advisor. If you do not know who this is contact your campus location. Online students may contact the Webster Groves campus in St. Louis or a site location that is near them:

<http://www.webster.edu/worldwide/>.



Online Registration Tutorial

18. Students should be aware of the [Academic Calendar](#) and the [Drop and Withdrawal policies](#) of the University. Online students should reference the [Online Advising Memo](#). If you have not already done so you should familiarize yourself with this information.