



Registration Policies and Procedures

Faculty policy. Effective immediately.

Revision history: Formerly a part of the annually revised Student Handbook; established as part of the Academic Policies and Procedures standalone policy in August 2022; established as a standalone policy in August 2023.

Related policies: SCALE Program Policies; Master of Laws Program Policies; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; Attendance Policy; Student's Right to Cancel and Tuition Refund Policy; Religious and Cultural Observances Policy; Leave of Absence Policy (under development); Alumni as Visiting Students

Scheduled Review Date: April 2024 (Student Services Office)

A. Student Action Report (SAR)

A [Student Action Report](#) (SAR) form is required for the following registration transactions. In many cases, prior approval is required.

1. Adding a course after the add period
2. Withdrawal from a course after the drop period
3. Adding an honors program
4. Adding an externship
5. Request for unit overload or unit underload
6. Change of graduation date
7. Cross-registration
8. Change of vital data (e.g., address, telephone, change of name)
9. Change of status (e.g., day to evening, evening to day)
10. Request to exceed Credit/No Credit limit

B. Registering for Courses

Students should consult the [academic calendar](#) for the start date of classes and other important dates for their specific academic program.

Before the add/drop deadline, students must make course schedule changes must be made via Self-Service online. After the add/drop deadline, students must make course schedule changes via the Registrar's Office by completing a Student Action Report (SAR) and receiving approval from the Associate Dean for Student Services. Add/drop deadlines are listed on each program's academic calendar and the website.

1. *Adding courses*

Students who have completed the required 1L curriculum may add courses during the regular semester up to one week after the first day of the term as designated on the academic calendar. Summer session courses may be added up to one week after the first day of the summer session. January intersession and summer mini-term courses may be added until the first class of the term, as designated on the academic calendar. If a student enrolls in a course after the beginning of classes, the missed class(es) will be counted as absences at the discretion of the Associate Dean for Student Services. Students may not register only for mini-term courses during the fall and spring semesters.

2. *Dropping courses*

A student may not drop any required courses. Externships and Clinics may be dropped only with the approval of a Co-Director of Externships or the assigned Clinic Faculty Director.

A student is permitted to drop a course after the last day to drop classes only for serious and compelling reasons or as an approved disability or pregnancy accommodation. Approval for a course drop must be obtained from the Associate Dean for Student Services. Southwestern's policy requires that a student submit a Student Action Report (SAR) to the Student Services Office and meet with the Associate Dean for Student Services. Without an SAR, a course drop **cannot** be completed. If the petition is approved, a notation of "W" will be listed on the student's transcript for the course dropped.

A student may drop a non-required course through the first week of classes during the regular academic year and the summer session. January intersession and summer mini-term courses may be dropped through the first day of classes. After that point, any dropped course will be recorded as an Administrative Fail (*F), unless

to drop a course after the last drop date should refer to Section E (Withdrawal).

The effective date of the course drop usually is the last day the student attended a class, but the Financial Aid Director will be consulted to ensure the effective date is accurate. Course drops cannot and will not be backdated before the last date of attendance. For information regarding pro-rated tuition refunds, students should consult the *Student's Right to Cancel and Tuition Refund Policy*.

C. Cross-Registration (for Non-SCALE J.D. Students)

Cross-registration occurs when full-time day or PLEAS/Part-time day students register for courses designated for the evening program or when evening students register for courses designated for the day division.

