



ARTS & SCIENCES AND PROFESSIONAL STUDIES

SPRING 2016 ACADEMIC PLANNING & ONLINE REGISTRATION DATES

October 26 – 30	Academic Planning for Registration <ul style="list-style-type: none"> • <i>Students are required to meet with their advisor to obtain required PIN number before they can register online.</i> • <i>No advisor changes can be made once Advising week begins.</i> • PLEASE NOTE: <i>Students must plan out their schedule prior to meeting with their advisor (via the Registration Planning Worksheet available at http://r-net.rollins.edu/studentrecords/docs/Registration-Planning-Worksheet.pdf).</i>
All Online Registration Sessions Start at 9:00 AM and End at 11:59 PM	
November 2 – 8	Graduating Seniors who have submitted online Petition to Graduate by October 29 <ul style="list-style-type: none"> • Spring 2016, Summer 2016
November 3 – 8	Seniors
November 4 – 8	Honors Degree Students Accelerated Management Program (AMP) Students Dual Degree Program (DDP) Students
November 5 – 8	Juniors
November 9 – 15	Freshmen/Sophomores
November 23 – 29	Early Add/Drop for students registered for <u>less than 16 semester hours</u>
January 12 – 19	Add/Drop (Open to ALL Students)

SPRING 2016 TERM CALENDAR

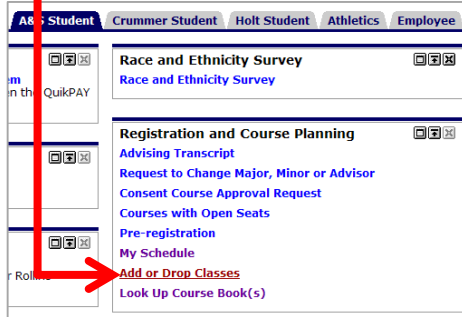
January 4 – 8	Intersession
January 8	New Students Report
January 12	First Day of Class
January 12 – 19	Schedule Changes (Add/Drop)
January 18	M.L. King, Jr. Day Holiday (No Classes)
January 25	Credit/No Credit Deadline
January 25	Last Day to Drop a Class without Notation ('W' Deadline)
February 27 – March 6	Spring Break (No Classes)
March 14 – 18	Academic Planning for Fall 2016 Registration
March 21 – April 3	Fall 2016 Online Registration
March 28	Last Day to Drop a Class without Penalty ('WF' Deadline)
April 26	Classes End
April 27	Reading Day
April 28 – 29	Final Exams
April 30 – May 1	Reading Days
May 2 – 3	Final Exams
May 4	Graduating Senior Grades Due
May 8	Commencement
May 9	Grades Due



ONLINE REGISTRATION INSTRUCTIONS

1. Logon to FoxLink, and select the AS/CPS Student Tab.

2. Select "Add or Drop Classes" link found inside the student menu box.



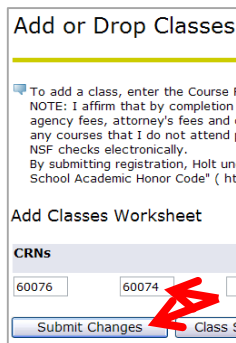
3. Select a Registration Term "Spring 2016 – A&S/CPS/Holt" and click Submit.




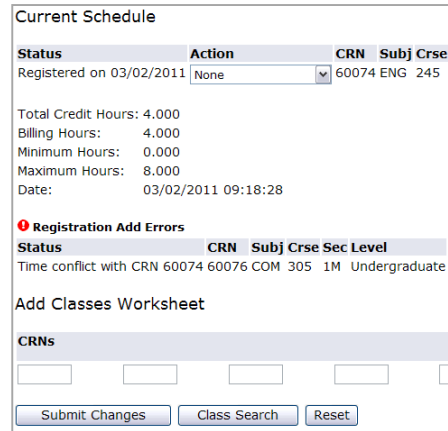
4. Enter your PIN number and click Submit.



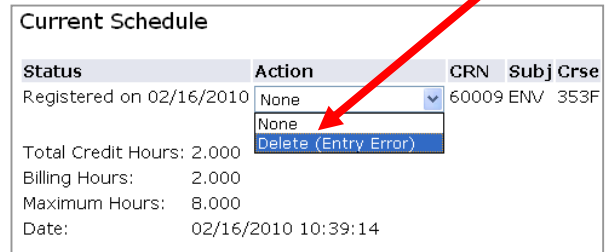
5. The "Add or Drop Classes" page is now displayed. To add classes to your schedule, enter the 5-digit course numbers (CRN; available on posted class schedule) of your selections and click "Submit Changes."



6. Your class schedule should now be displayed. If there were errors with one or more of the courses you tried to add (i.e., pre-requisites not met, holds on your student account, restrictions, etc.), those errors will also be displayed on this page. For questions regarding errors, please contact the Office of Students Records at registration@rollins.edu or 407-646-2144. If a course was closed, i.e., no seats remained, that message will also appear next to the  error symbol. You will need to follow Step 4 to add a different CRN.



7. If you make a mistake, change your mind, or need to drop courses from your schedule, go to the "Action" pull-down menu and select "Delete (Entry Error)" from the drop down list and click the "Submit Changes" button. The course will be removed from your record and you may start over with a new CRN or exit.



8. When you are satisfied with your course selections, simply exit out of FoxLink. Your registration is complete.

9. Please remember:

- To check your schedule via FOXLINK **before the end of online add/drop** to ensure your registration is accurate.
- If your schedule is not accurate, **you are responsible** to make all corrections before the end of the online registration or add/drop session.



MAKING SCHEDULE CHANGES (ADDING-DROPPING COURSES)

All changes in registration require the faculty advisor's signature and must be made during the first week of the term to add a course, or during the first two weeks to drop a course.

After the second week of class, the instructor's signature is required to drop a course.

- **Verbal notification from the instructor or failure to attend class does not constitute withdrawal. Students who abandon a course without filing the proper withdrawal form automatically receive a failing grade of 'WF.'**

A course dropped after the first two weeks of classes, but before Friday of the tenth week of classes (the "Drop without Penalty" deadline), is recorded on the student's permanent record as a 'W.' Withdrawal from a course after this deadline is possible only if approved by the Academic Appeals Committee. Students are responsible for consulting with the instructor regarding class standing prior to the final date for withdrawal from courses. Instructors are responsible for providing students with a graded report concerning class standing before the final date for withdrawal from courses. Students who withdraw from a course after Friday of the tenth week of classes (the "Drop without Penalty" deadline) receive a grade of 'WF.'

Students dropping Information Technology (IFT) short courses (those meeting three weeks or less) prior to the second class meeting will have no notation placed on their transcripts. Students dropping IFT courses after the second class meeting, but prior to the mid-point of the course will receive a 'W' notation. Students dropping after the mid-point of an IFT course will receive a notation of 'NC.'

Students dropping Intersession courses on the first day of class have no notation placed on their transcripts. Intersession courses dropped on the second class meeting day receive grades of 'W' on the student's permanent record. Intersession courses dropped on the third class day or later receive 'NC' (no credit) grades.

LATE REGISTRATION AND SCHEDULE CHANGE PENALTIES

\$50 late fee for registration requests received after published online registration dates.

\$50 *per course* fine for all late schedule adds. A late add is defined as any course, independent study, or internship, added at the student's request after the first week of the term.

UNDERSTANDING THE REGISTRATION PROCESS

Effective with registration for Fall 2011, registration sessions for courses at Rollins are live and online via FoxLink. Faculty intend that the registration process be fair and allow all students the ability to create a meaningful schedule of courses. Toward that goal, students register by class year and type of student: seniors, honors degree program, accelerated management program, and all others.

- **All students are required to meet with their academic advisor to obtain the required PIN number *before* they can register online.**
- ***Ultimately, students are responsible for ensuring that all degree requirements (major, general education, etc.) are completed in a timely manner.***
- Academic advising and online registration dates are published at <http://r-net.rollins.edu/studentrecords/registration-information.html>.
- Students will not be able to make advisor changes during online registration or during online add/drop.
- Students who do not register during scheduled registration sessions, will be able to register during early add/drop.

SCHEDULING

Information provided in this Bulletin, posted on the Office of Student Records website, or provided in other scheduling documents, does not constitute a contract between Rollins College and the student. Rollins College makes every effort to ensure that this Bulletin contains complete and accurate information at the time of posting. However, circumstances may arise that require the College to change existing policies, rules, or program information. ***A reasonable effort will be made to notify students affected by such changes if they occur, but it is the responsibility of the student to keep apprised of changes via the schedule posted on the Student Records Web Page at http://r-net.rollins.edu/studentrecords/current_course_schedule.html.***