

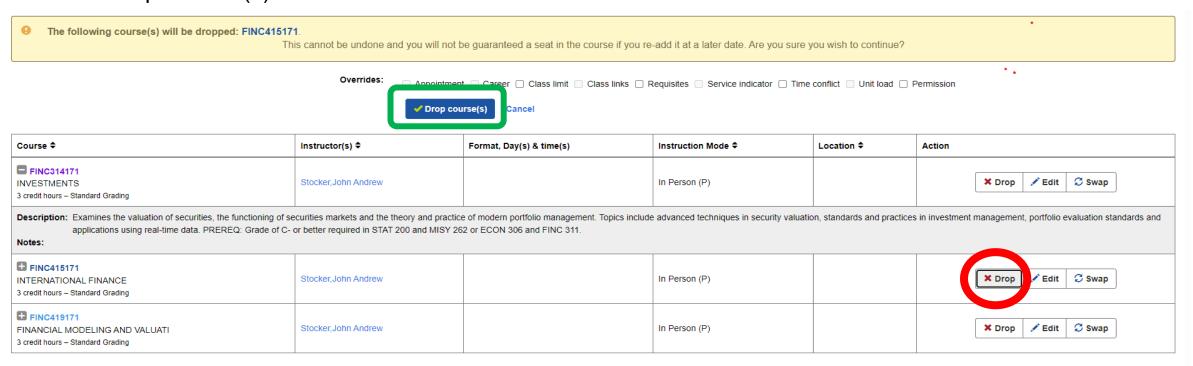
JEI Info on My Lerner: Please visit <u>SWUFE-UD Institute of Data Science - Lerner College</u> <u>Intranet - University of Delaware (udel.edu)</u> for the most up-to-date information.

Fall 2024 Drop/Add Period: August 29 - September 13

Courses dropped during this time will not show up on the academic record (transcript).

Steps to drop your courses:

- 1. Login WebReg or UDSIS: https://my.udel.edu/task/all/webreg
- 2. Click on Courses & Enrollment
- 3. Click on Registration & Drop/Add
- 4. Students will see their schedule and they can click the drop button (red circle below) which is next to the course information.
- 5. Click Drop Course(s) as confirmation.



Fall 2024 Withdraw/Change of Registration Period:

Fall Block A Courses: September 14 – October 16 Fall Block B Courses: November 9– December 11

Courses withdrawn will receive a withdrawal (W) on the transcript. A \$25 processing fee will be charged to the student's account for any changes made during this period. A withdrawal will not negatively affect the academic record or grade point average. Students may also change grading status to pass/fail or listener/audit. If you change the grading status to pass/fail or listener/audit, you will have to repeat the class in a future semester.

Fall 2024 Late Withdraw/Change of Grading Status:

Fall Block A Courses: After October 16
Fall Block B Courses: After December 11

Changes to the academic record at this point require well-documented extenuating circumstances and are not guaranteed.

Matriculated students (Cohort 2021) will need to reach out to us with requests for late withdrawal:

Please contact Ms. Lucia (<u>luqi@swufe.edu.cn</u>) and <u>either mparnell@udel.edu</u> (Cohorts 2022, 2023, and 2024) or <u>swufe-jei@udel.edu</u> (cohort 2021) to discuss this.

Period	Date		Cohort 2021	Cohort 2022-2024
Drop/Add	Block A: August 29 – September 13	Block B: August 29 – November 8	https://my.udel.edu/task/ all/webreg	
Withdraw/Change of Registration	Block A: September 14 – October 16	Block B: November 9 – December 11	Fill out a course withdraw/ change form https://my.udel.edu/task/all/coursepermit	Contact Ms. Lucia and mparnell@udel.edu to request a change of registration/grading
Fall 2024 Late Withdraw/Change of Grading Status	Fall Block A Courses: After October 16 Fall Block B Courses: After December 11		Contact Ms. Lucia (luqi@swufe.edu.cn) and swufe-jei@udel.edu to request a change of registration/grading status.	status.

It is the responsibility of students to initiate this process. Failure to drop/withdraw from courses within the designated timeframe may result in receiving a failing grade on your UD academic record.