

Important Registration Information

All Registration, Thesis, and Dissertation forms must be submitted to the UConn Health Registrar's Office located on the Main Floor of the Academic Building, Room AM 039.

Student Administration System: Students enrolled in a degree program must register for course(s) online in the Student Administration System: <http://studentadmin.uconn.edu/>

- A "Net ID" and Password is required to login to the system
- For navigation support within the Student Administration System go to: <http://studentadmin.uconn.edu/help/students/>

REGISTRATION DEADLINES/ PROCESS

- **Enrollment:** Registration via the *Student Administration self-service center*, is available



through the 10th day of class. Students are encouraged to register early to avoid missing deadlines. Fee bills are due on the Friday prior to the start of classes. Specific dates are outlined in the Academic Calendar, found on the [UConn Health Registrars website](#).

- **After the 10th day of class**, late enrollment adjustments require submission of the approved [Schedule Revision Request Form](#).* A revised plan of study is required for any changes in your enrollment.
 - **Adding a Course after the 10th day:** Is at the instructor's discretion. During the third and fourth weeks of the semester a student may add courses by submitting a completed Schedule revision form with permission from the course instructor, advisor and head of the department offering the course.
 - **Dropping a Course after the 10th day:** Courses dropped after the tenth day will be reflected on a student's transcript with a "W" grade for "withdrawal". Dropping a class after the ninth week requires the recommendation of the advisor and permission of the Associate Dean of the Graduate School at UConn Health.

Class Search:

Courses with the **Subject** of: MEDS, DENT, CLTR or PUBH, can be selected with the campus: UCHC. Courses with the Subject of **GRAD** should use the campus of Storrs with the exception of GRAD 5999 Continuous Registration and GRAD 5998 Special Readings; those use the campus of UCHC.

Instructions on accessing the current class offerings:

<http://studentadmin.uconn.edu/help/students/schedule-of-classes/>

Independent Study and Lab Rotations: Students must complete a request form found on the [UConn Health Registrar's website](#) to request registration in the course. The form requires

approval signatures (*electronic signatures are not valid*). Completed forms may be scanned and emailed to registrar@uchc.edu

Maintain Matriculated Status: Students must register each semester to maintain status as a matriculated student. Students not registered for credit bearing courses must register for *one of four* non-credit courses: Special Readings at the master's (GRAD 5998) or doctoral (GRAD 6998) level, Master's Thesis Preparation (GRAD 5999), and Doctoral Dissertation Preparation (GRAD 6999). Failure to register prior to the end of the tenth day of the semester, will result in being discontinued by the system. To be reinstated, you will need to complete the Request for Reinstatement Form with approval signatures. Upon reinstatement, a \$65 reinstatement fee will be applied to your fee bill. Any loans, need-based aid, or graduate assistantship you have been awarded will also be put in jeopardy.

Auditing a Course: Auditing a class requires permission from both your instructor and your major advisor. The audited class cannot be placed on your plan of study. Complete and submit the Course [Audit Request form](#)* to the UConn Health Registrar's Office by the tenth day of the term. After this time, a class cannot be converted to a grade of AU.

Conferral Deadlines

Conferrals occur three times a year: May, August and December. Please refer to the UConn Health Academic Calendar to familiarize yourself with the specific deadlines related to announcement of the doctoral dissertation, submission of documents to Storrs and to UConn Health. Failure to meet the submission deadline could result in a delay of your degree conferral.

REMINDERS



- ✓ Access Self Service in the **Student Administration system** to:
 - Review your transcript each semester
 - Review and pay your fee bill
 - Fee bills are due the Friday before the Start of the Semester – Late fees are assessed at \$150.00
 - Update your address
- ✓ Check your **UCONN email** account (<http://email.uconn.edu/g-suite/>). Storrs communications are only sent to your UCONN email account
 - Including: fee bill updates, Dissertation, Thesis notifications, Enrollment requirements, student status etc.
- ✓ Make sure you are familiar with the forms required for your degree requirements
 - [Master's Degree Information](#)
 - [Doctoral Degree Information](#)