

## **Spring 2015 Enrollment Appointments**

Beginning October 21<sup>st</sup>, students can view their personal enrollment appointment information in their HUB Student Center (via MyUB). On October 21<sup>st</sup>, students who do not see an enrollment appointment should contact the Office of the Registrar at [ubregistrar@buffalo.edu](mailto:ubregistrar@buffalo.edu). (Note that incoming undergraduate freshmen are not assigned an enrollment appointment.)

Appointments are assigned based on student credit hours, with priority given to students with higher credit hours earned prior to the start of Fall 2014 semester.

Appointments will begin at 7:00 AM only on weekdays, with the exception of Medical Students. Once a student's appointment time begins, s/he can drop and add courses until the end of the drop/add period for the session.

For the regular 15 week session and the 7 week first session, students will have until the end of the 7th day that classes are in session to drop and add (Sundays and holidays are excluded from calculating these days.) **Class dates and drop/add dates are based on the session. Students should view their course schedule in their HUB Student Center for information on drop, add, and resign dates.**

After enrollment appointments end, open enrollment begins. During open enrollment, all eligible UB students can register without an enrollment appointment.

### **Spring 2015 Enrollment Appointments**

TYPE OF STUDENT	FIRST APPOINTMENT BEGINS	LAST APPOINTMENT BEGINS
Departmental Force Enrollment <i>(Do not advertise this to the general public.)</i>	Wednesday, October 29 <sup>th</sup> at 7:00 AM	N/A
Honors <i>(Do not advertise this to the general public.)</i>	Wednesday, October 29 <sup>th</sup> at 7:00 AM	N/A
Athletes <i>(Do not advertise this to the general public.)</i>	Thursday, October 30 <sup>th</sup> at 7:00 AM	N/A
Graduate Students	Friday, October 31 <sup>st</sup> at 7:00 AM	N/A
PharmD Students	Friday, October 31 <sup>st</sup> at 7:00 AM	N/A
Medical Students	Saturday, November 1 <sup>st</sup> at 7:00 AM (Medical student enrollment ends on November 15 <sup>th</sup> at 11:59PM)	N/A
Undergraduate Students	Monday, November 3 <sup>rd</sup> at 7:00 AM	11/11 at 7:00 AM
Law 3 <sup>rd</sup> and 4 <sup>th</sup> Year Students	Friday, November 14 <sup>th</sup> at 12:00 PM	N/A
Law 2 <sup>nd</sup> Year Students	Friday, November 21 <sup>st</sup> at 12:00 PM	N/A
Undergraduate Non-Degree Seeking (Non-Matriculating) Students	Monday, December 1 <sup>st</sup> at 12:00AM	N/A

**Open enrollment for Spring 2015 begins Wednesday, November 12 at 12:00 AM and continues until the end of the drop/add period for each session.**

### **Enrollment Details:**

- Days/hours of enrollment: all week, 7 am to 2 am
- Enrollment and other related information is on this website: <http://registrar.buffalo.edu/registration/index.php>
- Encourage students to review their class schedules on their HUB Student Center
  - All cross career (undergraduate in graduate course or vice versa) enrollment must be submitted on the [Petition for a Course Outside Your Primary Academic Career](#) form.

### **Important Dates:**

- Last day to enroll without a \$40 late enrollment fee (continuing students): Sunday, December 21<sup>st</sup> 2014
- Last day to register without a \$40 late enrollment fee (new students): Sunday, January 25<sup>th</sup> 2015
- Classes begin: Monday, January 26<sup>th</sup>, 2015
- Last day to submit an S/U form and/or Audit form (*undergraduate only*): Monday, February 2<sup>nd</sup>, 2015
- Last day to submit a leave of absence request form (*undergraduate only*): Monday, February 2<sup>nd</sup>, 2015
- Last day to drop or add a course without academic and financial penalty (regular 15 week and 7 week first sessions): Monday, February 2<sup>nd</sup>, 2015
- Last day for departmental add and drop *(Do not advertise this to the general public.)* – Friday, February 6<sup>th</sup>, 2015
- An "R" will appear on records for the resignation of a regular 15 week session course between Tuesday, February 3<sup>rd</sup> and Friday, April 17<sup>th</sup>, 2015.