REGISTRATION POLICIES (Degree Programs)

Course Registration—Add a Course
The dates of the registration periods and registration links are published on each program’s main page along with penalties for submitting late registration requests. Students must submit their course requests during this period. Because of the prescribed curriculum, program staff submits Registration—Add a Course requests on behalf of students in the MScTRM and MAT programs.

Course Registration Changes—Add and/or Drop a Course
Dropping a course and replacing it with another after the quarter has begun should be done on the same day to avoid possible financial penalties. All registration changes must be submitted by the end of the third week of the quarter.

Withdrawing and Tuition Refund Policies
If you drop your course by 5pm on the Friday at the end of the:

<table>
<thead>
<tr>
<th>Week of the Quarter</th>
<th>Refund Percentage</th>
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<tbody>
<tr>
<td>1st Week of the Quarter</td>
<td>100% of tuition, lifetime transcript fee remains charged for new students</td>
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<tr>
<td>2nd Week of the Quarter</td>
<td>65% of tuition is refunded, lifetime transcript fee remains charged</td>
</tr>
<tr>
<td>3rd Week of the Quarter</td>
<td>65% of tuition is refunded, lifetime transcript fee remains charged</td>
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After 5pm on Friday of the 3rd week, students who withdraw from a course will receive no refund of tuition or fees. When a student withdraws from a course after 3rd week, the course title will appear on the student’s transcript with the letter “W” in place of a grade. The “W” indicates that the student withdrew from the course; it does not factor into the student’s GPA. To withdraw from a course after 5pm on Friday of 3rd week, send an email petition to the Graham School’s Dean of Students Office at gsdos@uchicago.edu. A student may not withdraw from a course on, or after, the day the final paper is due.

Restrictions
A student can be restricted for many reasons; three of the most common are: an incomplete immunization record, library fines and overdue material, or past due tuition and fees. Restricted students are ineligible for registration and are denied access to numerous University services. Additionally, while restricted, the Registrar’s Office will withhold forthcoming grade report and/or transcripts. Active restrictions are posted on your my.uchicago account.

It may take up to 48 hours for a restriction to be removed from a student’s account. Inquiries should be directed to the office that placed the restriction.

Requesting Disability Accommodations
The University strives to be supportive of the academic, personal and work-related needs of each individual and is committed to facilitating the full participation of students with a disability in the life of the University.

Students, who are interested in requesting disability accommodations, should read through the information published on the Disability Service’s website. Please communicate your requests to Gregory Moorehead, director of disability services, at 773.702.7776 or gmoorehead@uchicago.edu. Appropriate, professional documentation verifying the disability and specifying recommended accommodation(s) must be provided to support the request. Assuming the documentation is current and complete, the review and decision process may take up to ten weeks.