### **SPRING 2024 REGISTRATION DATES**

16 week classes	August 21 - December 15, 2023	3 week classes	January 2 - January 19, 2024
Registration Begins	April 3, 2023	Registration Begins	October 30, 2023
Final waitlist registration notices emailed	August 24, 2023	Final waitlist registration notices emailed	January 3, 2024
Last day to add your name to a waitlist	August 24. 2023	Last day to add your name to a waitlist	January 3, 2024
Waitlists are closed	August 25, 2023	Waitlists are closed	January 4, 2024
Last day to register online	5th day from start date of class	Last day to register online	2nd day from start date of class
Instructor approval required for adds	6th-10th day from start date of class	Instructor approval required for adds	3rd-5th day from start date of class
Academic Dean/Assoc Dean approval to add class late	11th day & beyond from start date of class	Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class
1st 8-week classes	August 21 - October 13, 2023	16 week classes	January 22 - May 17, 2024
Registration Begins	April 3, 2023	Registration Begins	October 30, 2023
Final waitlist registration notices emailed	August 22, 2023	Final waitlist registration notices emailed	January 24, 2023
Last day to add your name to a waitlist	August 22. 2023	Last day to add your name to a waitlist	January 24. 2023
Waitlists are closed	August 23, 2023	Waitlists are closed	January 25, 2023
Last day to register online	2nd day from start date of class	Last day to register online	5th day from start date of class
Instructor approval required for adds	3rd-5th day from start date of class	Instructor approval required for adds	6th-10th day from start date of class
Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class	Academic Dean/Assoc Dean approval to add class late	11th day & beyond from start date of class
1st 5-week classes	August 21 - September 22, 2023	1st 8-week classes	January 22 - March 22, 2024
Registration Begins	April 3, 2023	Registration Begins	October 30, 2023
Final waitlist registration notices emailed	August 22, 2023	Final waitlist registration notices emailed	January 23, 2024
Last day to add your name to a waitlist	August 22. 2023	Last day to add your name to a waitlist	January 23, 2024
Waitlists are closed	August 23, 2023	Waitlists are closed	January 24, 2024
Last day to register online	2nd day from start date of class	Last day to register online	2nd day from start date of class
Instructor approval required for adds	3rd-5th day from start date of class	Instructor approval required for adds	3rd-5th day from start date of class
Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class	Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class
2nd 8-week classes	October 18 - December 15, 2023	1st 5-week classes	January 22 - February 23, 2024
Registration Begins	April 3, 2023	Registration Begins	October 30, 2023
Final waitlist registration notices emailed	October 19, 2023	Final waitlist registration notices emailed	January 23, 2024
Last day to add your name to a waitlist	October 19, 2023	Last day to add your name to a waitlist	January 23, 2024
Waitlists are closed	October 20, 2023	Waitlists are closed	January 24, 2024
Last day to register online	2nd day from start date of class	Last day to register online	2nd day from start date of class
Instructor approval required for adds	3rd-5th day from start date of class	Instructor approval required for adds	3rd-5th day from start date of class
Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class	Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class
2nd 5-week classes	October 18 - November 21, 2023	2nd 8-week classes	March 25 - May 17. 2024
Registration Begins	April 3, 2023	Registration Begins	October 30, 2023
Final waitlist registration notices emailed	October 19, 2023	Final waitlist registration notices emailed	March 26, 2024
Last day to add your name to a waitlist	October 19, 2023	Last day to add your name to a waitlist	March 26, 2024
Waitlists are closed	October 20, 2023	Waitlists are closed	March 27, 2024
Last day to register online	2nd day from start date of class	Last day to register online	2nd day from start date of class
Instructor approval required for adds	3rd-5th day from start date of class	Instructor approval required for adds	3rd-5th day from start date of class
Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class	Academic Dean/Assoc Dean approval to add class late	6th day & beyond from start date of class
		2nd 5-week classes	March 25 - April 26, 2024
Fall graduation applications due	September 15, 2023	Registration Begins	October 30, 2023
(email to graduation@southeast.edu)		Final waitlist registration notices emailed	March 26, 2024
		Last day to add your name to a waitlist	March 26, 2024
		Waitlists are closed	March 27, 2024
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#### Instructor approval required for adds Academic Dean/Assoc Dean approval to add class late

Last day to register online

Fall graduation applications due (email to graduation@southeast.edu)

# February 16, 2024

2nd day from start date of class

3rd-5th day from start date of class

6th day & beyond from start date of class

### Adding a Course after Initial Registration

## 16 week term (semester)

- S week term (periods):

  Students may add classes during the first week of the term without faculty signature (either online or in person).

  Students may add classes during the second week of the term with a faculty signature. (Complete an Official Add/Drop form which can be found in the Registration & Records Office or on the Hub).
- and Adding classes after the second week of the term requires the faculty AND the appropriate division dean or associate dean signatures.
- <sup>o</sup> Complete Official Add/Drop forms must be submitted to the Registration & Records office to complete enrollment in the course.

## For Any Term Shorter Than 16 weeks

- a Students may add classes during the first day of the course and the day immediately following the first day, without a faculty signature (either online or in person).

  Students may add classes during the remainder of the first week in which the course begins, with a faculty signature. (Complete an Official Add/Drop form which can be found in the Registration & Records Office
- <sup>a</sup> Adding classes after the first week requires the faculty AND the appropriate division dean or associate dean signature. © Complete Official Add/Drop forms must be submitted to the Registration & Records office to complete enrollment in the course.