

Registration - Graduate School

Graduate School Registration Policy

Students are responsible to ensure that their course schedule for each term accurately reflects the courses they plan to attend. Students may not attend courses in which they are not officially registered in CheckMarq. Changes in enrollment are under the jurisdiction of the Graduate School. Most enrollment changes, i.e., adding and withdrawing from courses, can be done using the online registration system (CheckMarq) prior to the deadline to Add/Drop/Swap in which the class is offered, as indicated in the Academic Calendar. Instructions for adding or withdrawing from courses are available on the Course Registration page (http://www.marquette.edu/mucentral/registrar/reg_index.shtml/) of the Marquette Central website. Instructions for using CheckMarq are available on the Student Self-Service instructions (<https://www.marquette.edu/central/registrar/course-registration.php>) page of the Marquette Central website.

Students must be registered by the deadline to Add a class for each session in which a class is offered, as outlined in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). The university does not retroactively register students for courses after the deadline to register for any session and reserves the right to deny credit to any student who fails to officially register in any course within these time limitations. All courses for which the student is registered are subject to tuition and in some cases, additional fees. The student is responsible for any payment due on all officially registered courses, regardless of attendance.

After the deadline to Add/Drop/Swap for each session, students should review the Marquette Central website (<https://www.marquette.edu/central/registrar/how-do-i-drop-withdraw-from-classes-withdraw-from-university.php>) for procedures related to withdrawing from single classes or the university. Once a permanent grade is assigned, it is not be changed except for institutional error or policy.

Federal financial aid regulations require that the university submit notification of all changes in status by students (full-time to half-time, etc.) to the U.S. Department of Education via the National Student Loan Data System within a certain time frame. The university therefore reserves the right to withdraw students from any class when it is evident they did not start the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate-see Grading section below); or, due to incapacity, must be withdrawn from the class (grade of W). **This policy is in effect for all students, regardless of any financial aid award.**

ADDING COURSES

Students who must add one or more courses after the deadline to Add/Drop in the Academic Calendar must submit a Request to Add a Course form, available online at the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml/). New courses are not added to students' enrollment unless a completed Request to Add a Course form, with the signature of the course instructor, is returned to the Graduate School office by the department. Late registration is not guaranteed. Because the deadline to register was missed, the Graduate School reserves the right to deny the registration, based on the circumstances of students resulting in the late registration request.