

COURSE CHANGES FOR THE FALL 2020

PREPARING FOR REGISTRATION ON SELF-SERVICE

The week before you register, check the following:

- **Adviser Authorization:** If you already registered for Fall, your prior authorization is still in place and you do not need a new one. If you have not registered for fall, reach out to your adviser for an authorization.
- **Can You Login?** Please make sure that you can log-in to your Self-Service account before your registration day. If you need help with the log-in or with your password, please contact Client Services at 610-921-7676 or clientservices@albright.edu.
- **How to Register:** Review the instruction on how to “Register for Classes” under the “Student Documentation” link in Self-Service.

INSTRUCTIONS

1. Review your current schedule on Self-Service to determine if you have two course units in each session and if you have any time conflicts.
2. Review the Master Course Schedule to find options to resolve any time conflicts or add courses in a session where you do not have two course units.
3. If you need assistance:
 - a. Contact your Adviser to arrange an online or phone meeting to discuss your options or
 - b. Contact the Registrar’s staff via email or at one of the coming Zoom meetings (see below).
4. If a course you want is full, you can request to be added to the waitlist by sending an email to: registrar@albright.edu from your @albright.edu account listing the session, course number, section, and instructor you want.
5. Revise course schedule according to the following schedule.

REGISTRATION SCHEDULE

Thursday, July 16
(Opens 9:00 AM)

Seniors (Class of 2021)

Tuesday, July 21
(Opens 9:00 AM)

Juniors (Class of 2022)

Thursday, July 23
(Opens 9:00 AM)

Sophomores (Class of 2023)

Part-time non-degree students may register beginning **August 1, 2020**

CONTACT US:

The Registrar’s Office staff is working remotely. We will be offering Zoom “Walk-in” hours beginning next Tuesday to answer your questions. Please contact one of us by email at: dbaver@albright.edu, kfetter@albright.edu or tpabon@albright.edu

ALBRIGHT COLLEGE
REVISED MASTER COURSE SCHEDULE FALL 2020

Fall Semester is two sessions with 7 weeks of instruction, a two-day exam period, and one reading day in Session 2. (Students take two courses per session.)

Fall Session 1: Classes: August 17 to October 2; Exams: October 5 & 6

Fall Session 2: Classes: October 7 to November 24; Exams: December 1 & 2

FALL SESSION 1 CLASSES BEGIN Monday, August 17
LAST DAY TO REGISTER, ADD OR CHANGE COURSES Wednesday, August 19
LAST DAY TO DROP A COURSE WITHOUT W GRADE Friday, August 21
LAST DAY TO CHANGE AUDIT-CREDIT STATUS Friday, August 21
QUALITY/NON-QUALITY ELECTION PERIOD Wed-Fri, August 26-28
LABOR DAY—CLASSES HELD Monday, September 7
MID-TERM Wednesday, September 9
LAST DAY TO WITHDRAW WITH W GRADE Wednesday, September 16
LAST DAY TO WITHDRAW WITH W OR WF Wednesday, September 23
(At instructor's discretion. After this date, automatic WF - counts as F in GPA)
CLASSES END - END OF DAY Friday, October 2
FINAL EXAMS Mon & Tue, October 5 & 6
LAST DAY TO REQUEST AN INCOMPLETE Tuesday, October 6

FALL SESSION 2 CLASSES BEGIN Wednesday, October 7
LAST DAY TO REGISTER, ADD OR CHANGE COURSES Friday, October 9
LAST DAY TO DROP A COURSE WITHOUT W GRADE Tuesday, October 13
LAST DAY TO CHANGE AUDIT-CREDIT STATUS Tuesday, October 13
QUALITY/NON-QUALITY ELECTION PERIOD Fri-Tue, October 16-20
MID-TERM Friday, October 30
LAST DAY TO WITHDRAW WITH W GRADE Friday, November 6
LAST DAY TO WITHDRAW WITH W OR WF Friday, November 13
(At instructor's discretion. After this date, automatic WF - counts as F in GPA)
CLASSES END - END OF DAY Tuesday, November 24
THANKSGIVING VACATION Wednesday - Sunday, November 25-29
READING DAY Monday, November 30
FINAL EXAMS Tues & Wed, Dec 1 & 2
LAST DAY TO REQUEST AN INCOMPLETE Wednesday, December 2

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