

REGISTRATION AND SCHEDULES

Programs at Dunwoody College are designed around a cohort model so that students complete their degrees in a specific time frame. However, students can request less than part-time, part-time, three-quarter time, and full-time schedules based on their preference and extenuating circumstances. Students are encouraged to communicate these requests with the Registrar's Office, faculty advisor, or their director/dean. Learn more about how your Enrollment Status (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-policies/enrollment-status/>) can impact Financial Aid eligibility and your graduation date.

I am a new student, how do I register for classes?

For your first semester at Dunwoody, registration is completed by the Registrar's Office. To be cleared for registration, students complete the year-appropriate FAFSA or the Financial Responsibility Form (<https://dunwoody.edu/campus-life/campus-services/student-accounts/tuition-payment-policies/>). Academic Plans (<https://catalog.dunwoody.edu/catalog-student-handbook/academic-programs/#academicplantext>) follow a cohort model and are used to determine your first semester schedule.

Once you are registered, you can locate your textbooks through the Dunwoody Bookstore (<https://dunwoody.bncollege.com/course-material/course-finder/>) using the term, department, course number, and section listed on your schedule in my.dunwoody (<http://my.dunwoody.edu/>).

I am a transfer student, how do I register for classes?

For your first semester at Dunwoody, registration is completed by the Registrar's Office. To be cleared for registration, students complete the year-appropriate FAFSA or the Financial Responsibility Form (<https://dunwoody.edu/campus-life/campus-services/student-accounts/tuition-payment-policies/>) or add Dunwoody's school code to an existing FAFSA. The Registrar's Office reviews all your transfer credits via official transcript submission and determines an appropriate first semester schedule. If your schedule doesn't follow the prescribed cohort model due to your transfer credits, your dean or director assists in selecting the best schedule.

I am a PSEO student, how do I register for classes?

For all of your semesters as a PSEO student at Dunwoody, your registration is completed by the Registrar's Office. To be cleared for registration, students should submit all forms located under the Applications and Acceptance Process (<https://dunwoody.edu/admission-aid/admissions/pseo/>). The Registrar's Office reviews your remaining high school graduation requirements with your Academic Plan and determines an appropriate semester schedule. Once you complete your high school degree, the Registrar's Office will complete your first semester registration as a high school graduate. You will be introduced to your faculty advisor who will work with you to complete your academic planning for all remaining semesters at Dunwoody.

I am a current student, how do I register for classes?

Registration for courses after the first semester is coordinated by the student's faculty advisor and the academic director or dean. Students register for classes and can see their academic plans and schedules at my.dunwoody (<http://my.dunwoody.edu/>). During Advising Weeks, returning students work with their faculty advisor to determine what courses to enroll in for the upcoming term.

To register for classes:

- Attend an Advising Weeks session with your faculty advisor (or director/dean) of their program
- Ensure all account balances are satisfied before registration
- Satisfy all pre-requisite(s) requirements for courses

Schedule Change Requests

New Students

New students who desire to change their schedule can do so through Day 5 of the term. Learn more about adding, dropping, and withdrawing from a course. New student requests to add or drop a course should be emailed to registrar@dunwoody.edu - or come see us on campus in the Pinksa Center.

Current Students

Up to Day 5, current students can add or drop courses to their schedule for their faculty advisor to approve. After Day 5, students can withdraw from a course by talking with their faculty advisor who completes the Add/Drop/Withdraw Form (<https://forms.office.com/Pages/ResponsePage.aspx?id=8YW5M5kbQe2nEa5mY2bGGVkeBaVxcRntQk1xv8EqnRUM0w0TE5MvV1BS0s2>) a discussion of the implications of withdrawing from a course(s).