

# FALL 2023

## REGISTRATION INFORMATION

University of Redlands – *College of Arts and Sciences*  
1200 East Colton Avenue; P O Box 3080  
Redlands, CA 92373-0999

### STATEMENT REGARDING CHANGES

The University generally reserves the right to modify, delete, or supplement the terms, provisions, or policies set forth or referred to in this schedule. Changes will be posted periodically on updated schedules and reflected on STUDENT PLANNING.

### **\*\*ANNUAL NOTIFICATION OF PRIVACY RIGHTS\*\***

#### **PUBLIC INFORMATION**

The University of Redlands maintains student records in compliance with the Federal Family Educational Rights and Privacy Act of 1974 (as amended) which assures students and parents of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered public information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in officially recognized sports; class level, weight and height of athletic team members.

**Students who wish this information withheld must sign a request to that effect in the Registrar's Office during the first two weeks of each semester.**

#### **RELEASE OF ACADEMIC INFORMATION**

Confidential information is defined as any information not included in "Public Information" above. Current University of Redlands policy makes accessible to parents or legal guardians copies of their dependent's academic record when a written request is submitted to the Office of the Registrar. The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University of Redlands Financial Aid Policy) without written request of the student.

#### **STUDENT RIGHTS**

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of a challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

- The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records.
- The Financial Aid Officer coordinates the inspection and review procedures for financial aid files.
- The Office of Business and Finance coordinates the inspection and review procedures for financial and billing files.

A copy of the University's Student Records Policy can be found at <https://www.redlands.edu/study/registrar-office/ferpaprivacy-policies/>.

### NOTICE OF NONDISCRIMINATION

The university is committed to the position that all students, faculty, employees, and applicants shall receive equal consideration and treatment. All student, faculty, and staff recruitment is on the basis of the qualifications of the individual for the positions being filled regardless of race, color, religion, national origin, age, sex, marital status, sexual orientation, non-disqualifying disability, or whether the individual is a disabled veteran of the Vietnam Era. The University fully conforms to state and federal laws and regulations such as Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act, Title IX, as well as the American with Disabilities Act of 1990 (ADA), and regulations issued there under, which bar discrimination on the basis of race, color, religion, national origin, age, sex, marital status, non-disqualifying disability, or status as a disabled veteran or a veteran of the Vietnam Era. Under the Americans with Disabilities Act (ADA), the University will make reasonable accommodations on an individual basis for the known physical and mental limitations of a qualified individual with a disability, unless the provision of such an accommodation imposes an undue hardship on the University, all as defined in the ADA and its regulations. The University of Redlands has been and remains committed to acting affirmatively to ensure equal opportunity. The objective of the Equal Opportunity Program is, wherever possible, to recruit actively and include for consideration for employment and as prospective students, members of minority groups, females, veterans, and the disabled. All decisions on employment and promotions must be made solely on the individual's merits and qualifications as compared with bona fide occupational requirements, which take into account any reasonable adjustments for the job in question. Personnel actions are analyzed to ensure the adherence of the policies described above. Regular reports are prepared for review of compliance. Inquiries concerning the application of University policies or federal and state laws and regulations described above should be made to the Human Resources/Equal Opportunity Office (909) 748-8040.

## TO BE OFFICIALLY ENROLLED FOR FALL 2023 TERM STUDENTS MUST DO ALL OF THE FOLLOWING:

- > Register for classes.
- > Pay all charges in full prior to the first day of classes.
- > Complete all required forms for Student Financial Services, Student Affairs, and the Registrar's Office.
- > Declare major prior to junior status.
- > Check-In at the beginning of semester. Students must complete Enrollment Confirmation by September 1, 2023, or a \$100 late fee will be assessed and student will be in jeopardy of being dropped from courses.

## REGISTRATION INSTRUCTIONS FOR CURRENT STUDENTS:

### BEFORE YOU REGISTER

**1. Be sure that your student account is current.**

If you have a hold on your student account you cannot pre-register.

**2. Declare major by junior status.**

If you are an undeclared junior student you cannot pre-register.

**3. Consult with your advisor**

Check the following pages for advising dates. **To pre-register you must have been advised.** Your advisor will clear you for registration by entering a validation of your advising session into WebAdvisor.

**4. Plan your schedule**

After consultation with your advisor, complete a course schedule worksheet with lots of alternatives to save time when you pre-register online. Always check Catalog in Student Planning System for the most current information on classes. In planning your schedule, remember these tips:

- Classes that require permission **cannot** be processed online. You must bring an add slip, signed by the instructor, to the Registrar's Office to add these classes.
- Classes with co-requisites require that you register for both the class and the co-requisite.
- Time conflicts will be in red in Student Planning.
- You may not pre-register for more than 19 credits unless you have an approved overload.

**5. Be sure you know your access to Student Planning System**

You will need your REDLANDSid and password to access Student Planning System. For most students, your REDLANDSid is your `firstname_lastname` all lower case (e.g., john\_doe). Your password is a 6-digit number. If you do not know your password, you should immediately submit a Lost Password request via the Lost Password link: [www.redlands.edu](http://www.redlands.edu) >myRedlands >Password request.

**6. Log in to Student Planning at the time assigned for you (or after).** You may register from your personal computer or go to the Jones Computer Center. (See the Registration Schedule on following pages.) **You will be able to register after your designated time but not before.**

### TO REGISTER ONLINE

**1. Go to myRedlands on the main University website ([www.redlands.edu](http://www.redlands.edu)).**

**Click on the Student Planning link on the black bar.**

Watch our video located on [www.redlands.edu/registrar](http://www.redlands.edu/registrar) or [click here](#) to go directly.

**2. Select *Plan & Schedule* tab and then follow the steps below:**

- Click on the Plus sign + to add a future term to your plan.
- Select **Course Listing** tab
  - Search for a course subject (i.e. ENGL)
  - You will see a list of courses offered by the English Department.
  - You can filter with the menus on the left hand side (i.e. select courses in the Fall 2023 term).
  - The red bar across the course means that sections of this course will be taught in the future. Courses with no red bar do not currently have planned offerings.
  - Select a course you wish to take.
  - Select Add Course To Plan and the term you wish to take the course.
  - The course will appear on your plan under the desired term.

- You can also search from My Progress screen (your program evaluation).
  - Select a course that appears in red.
  - Course Catalog will appear with the course you have selected.
  - Select Add Course to Plan and the term you wish to take the course.
  - Planned courses will appear in yellow in My Progress.

Notice additional search tools to the left of the screen. In this area you can search classes by subject, day of the week, instructor, LAI and more.

- Return to Plan & Schedule
  - Toggle between semesters with the < > buttons.
  - The courses you loaded onto the plan will appear in yellow under the term you selected.
  - Under each course you will see View Other Sections, click on it.
  - Available sections will appear below the course, select a section that works for your schedule.

- If you would like your schedule reviewed by your advisor, select Advising then Request Review. You can also leave your advisor a note in the notes section.
- Prerequisites and co-requisites will be listed under each course, if you have not met the prerequisite a yellow warning sign will appear under each prerequisite or co-requisite not met. This will prevent a successful registration.
- You may not register over 19 credits.
- Time conflicts will be reflected with a red box.

**3. Add more classes.** Continue to add more classes to your schedule same way as above.

**4. Dropping classes from planned future schedule.** Select Plan & Schedule, then go to desired future term, and click on the X located on the right hand side of the section.

**5. Move classes to future term.** To do this a course must be planned at the Course level not at the section level. Select Plan & Schedule, then select Timeline and scroll to term where class is located. The course description box will appear with a menu of future terms. Select the desired future term. The class will be moved to the future term.

**6. Print your schedule.**

**7. Log Out.**

### HELPFUL HINTS TO MAKE YOUR ONLINE REGISTRATION SUCCESSFUL

1. To be added to a waitlist for a closed class, select the Waitlist button if available. Please note that not all classes have a waitlist option, if the Waitlist button does not appear then you will need to contact the Department.
2. The credit value for variable credit courses, such as Music courses, can be changed during registration.
3. Prerequisites will not be checked during Online Registration but they will be confirmed before classes start for the term. If you do not meet the prerequisite, you will be dropped from the class.
4. Johnston students who wish to contract for reduced credits in a class cannot change the credits for a fixed credit class via Online Registration. They must submit a contract to the Registrar's Office and the change in credits will be processed.
5. **ONLINE REGISTRATION FOR FALL TERM WILL CLOSE FOR ADDS AND DROPS ON AUGUST 18, 2023 AT 8:00 a.m.**
  - a. **ONLINE REGISTRATION WILL REOPEN FOR ADDS (WITH ADD AUTHORIZATION) AND DROPS ON AUGUST 28, 2023 at 8:00 a.m.**
  - b. **ONLINE REGISTRATION WILL CLOSE FOR ADDS (WITH ADD AUTHORIZATION) ON SEPTEMBER 12, 2023 at 5:00 p.m.**
  - c. **ONLINE REGISTRATION FOR DROPS WILL CLOSE ON OCTOBER 13, 2023 at 5:00 p.m.**

## ONLINE REGISTRATION SCHEDULE

### **TO USE ONLINE REGISTRATION, STUDENTS MUST MEET WITH THEIR ADVISOR AND RECEIVE APPROVAL.**

Students can register from their personal computers or go to the Jones Computer Center.

Students will be able to register after their designated times but not before.

ONLINE REGISTRATION FOR FALL TERM WILL CLOSE FOR ADDS AND DROPS ON AUGUST 18, 2023 AT 8:00 a.m. ONLINE REGISTRATION WILL REOPEN FOR ADDS (WITH ADD AUTHORIZATION) AND DROPS ON AUGUST 28, 2023 at 8:00 a.m. ONLINE REGISTRATION WILL CLOSE FOR ADDS (WITH ADD AUTHORIZATION) ON SEPTEMBER 12, 2023 at 5:00 p.m. ONLINE REGISTRATION FOR DROPS WILL CLOSE ON OCTOBER 13, 2023 at 5:00 p.m.

### FIRST GROUP

#### **ALL GRADUATE STUDENTS**

**March 13 – 14**

Meet with advisors to complete registration worksheet and be validated for registration

**Wednesday, March 15**

Online Registration opens for all graduate students @ **4:00 p.m.**

### SECOND GROUP

#### **UNDERGRADUATES (60 or more completed credits)**

**March 13 – 14**

Meet with advisors to complete registration worksheet and be validated for registration

**Wednesday, March 15**

Online Registration opens. Students with 60 or more completed credits will be assigned the **times listed below** to begin their registration @ **4:00 p.m.**

### THIRD GROUP

#### **UNDERGRADUATES (30 - 59.9 completed credits)**

**March 20 – 21**

Meet with advisors to complete registration worksheet and be validated for registration

**Wednesday, March 22**

Online Registration opens. Students with 30 or more completed credits will be assigned the **times listed below** to begin their registration @ **4:00 p.m.**

### FOURTH GROUP

#### **UNDERGRADUATES (0 - 29.9 completed credits)**

**March 27 – 28**

Meet with advisors to complete registration worksheet and be validated for registration

**Wednesday, March 29**

Online Registration opens. Students with 0 or more completed credits will be assigned the **times listed below** to begin their registration @ **4:00 p.m.**

**THE DATES FOR EACH REGISTRATION GROUP ARE LISTED ABOVE. ON EACH ASSIGNED WEEK THE ORDER OF ACCESS TO REGISTRATION WILL BE:**

#### Wednesday:

Group 1 – 4:00 p.m. - Student ID's ending in **1 - 5**, Last Name **A - M**

Group 2 – 4:30 p.m. - Student ID's ending in **1 - 5**, Last Name **N - Z**

#### Thursday:

Group 1 – 4:00 p.m. - Student ID's ending in **6 - 0**, Last Name **A - M**

Group 2 – 4:30 p.m. - Student ID's ending in **6 - 0**, Last Name **N - Z**

## REGISTRATION INSTRUCTIONS FOR NEW STUDENTS:

Students new to the College of Arts and Sciences who are **regularly matriculated students** (degree-seeking), will receive information from the Office of the Dean. Included is information relative to the scheduling of an advising appointment with a faculty member.

**New graduate students should contact their department** for information on registration for their first term.

## REGISTRATION INSTRUCTIONS FOR NON-DEGREE/SPECIAL STATUS STUDENTS:

Students who are non-degree seeking students, either continuing or first-time to the University, may register on a permission basis only during the first week of classes, August 28, 2023 - September 1, 2023. You must present a Special Status Application and signed Add/Drop slip to the Registrar's Office to enroll in classes and be checked in. You will then proceed to Student Accounts to pay your bill.

## REGISTRATION INFORMATION (ALL STUDENTS):

### A D D

All enrolled students may ADD classes beginning on the first day of classes for each. During the first week of the term students will be able to add classes online with faculty approval.

Deadlines:	Fall:	September 12, 2023
	Spring:	January 22, 2024
	May:	May 7, 2024
	Summer:	June 20, 2024

### D R O P

All enrolled students may DROP classes beginning on the first day of classes for each term. A class officially dropped by a student on or before the respective deadline will not appear in the student's academic record.

Deadlines:	Fall:	October 13, 2023
	Spring:	February 23, 2024
	May:	May 9, 2024
	Summer:	June 27, 2024

Classes not officially dropped by these deadlines will be subject a regular grade. **Students are responsible for all courses from which they have not officially withdrawn.**

### GRADE OPTION

Students may change the GRADING OPTION of a course beginning the first day of classes for each term. Change of grading is accomplished with the instructor's approval by the published deadline.

Deadlines:	Fall:	October 13, 2023
	Spring:	February 23, 2024
	May:	May 9, 2024
	Summer:	June 27, 2024

### JOHNSTON CONTRACTS

Deadlines:	Fall:	September 19, 2023
	Spring:	January 29, 2024
	May:	May 8, 2024
	Summer:	June 24, 2024

### \* L A T E C H A N G E S

If permission is given by an Academic Review Board Petition to add, drop, or change a grading option after the published deadline, a \$40 late processing fee will be assessed.

## **MUSIC LESSON INFORMATION:**

### **Important information for student enrolled in any School of Music Offering**

Music lessons taken during Fall or Spring may be taken for 1 – 3 credits as follows:

1 credits – twelve 30-minute lessons

2 credits – twelve 45-minute lessons

3 credits – twelve 60-minute lessons

### **PRIVATE LESSON REGISTRATION**

**Fees are attached to all Private Lessons.** Students failing to drop a lesson by the deadline are responsible for the lesson fee. During spring, lessons begin the second week of the semester. Teacher assignments/contact information will be posted on the bulletin board next to Room 125 in Watchorn Hall the weekend before classes begin. It is the student's responsibility to contact the instructor about lesson times.

### **Deadlines for Fall 2023:**

Add: September 12, 2023

Drop: October 13, 2023

### **ALL PERFORMANCE JURIES: Fall 2023**

**Monday, December 4, 2023 - Thursday, December 7, 2023 (Finals Week)**

Please see sign-up sheet in Watchorn Hall for times locations of Juries

**FALL 2023 CALENDAR**  
**Fall 2023 August 28 to December 16, 2023**

August 23	New Students Arrive
August 26	Continuing Students Arrive
August 28	Classes Begin
September 1	Enrollment Confirmation deadline
September 12	Final day to add classes, final day to submit individualized study contracts
September 19	Final day to submit Johnston regular course contracts
October 9 & 10	Study Days
October 13	Final day to drop classes without appearing on academic transcript, change grading options and credit value
October 23 to November 17	Advising and Registration for Spring 2024 and May 2024
October 27	Final day to record a grade for incompletes from Spring, May, & Summer 2023 terms
November 10	Final day to withdraw from class with a mark of "W" on academic transcript
November 22 to November 24	Thanksgiving Break
November 23 to November 24	Thanksgiving Break - University Closed
December 1	Last day of Classes
December 4 to December 7	Final Exams
December 14	Deadline for Fall 2023 grade submission: 12 midnight
December 14	Deadline for departmental honors forms to be completed for Fall 2023 graduates
December 18 to January 7	Winter Break
December 25 to January 2	Winter Holiday - University Closed (TBD)
January 29	Faculty deadline for Johnston student evaluations for Fall 2023

**S P R I N G 2 0 2 4 C A L E N D A R**  
**Spring 2024 January 8 to April 27, 2024**

January 5	Transfer Student Orientation
January 7	Continuing Students Arrive
January 10	Classes Begin
January 15	Martin Luther King Jr. Holiday - University Closed
January 22	Final day to add classes, final day to submit individualized study contracts
January 29	Final day to submit Johnston regular course contracts
February 22	Final day to drop classes without appearing on academic transcript, change grading options and credit value
February 26 to March 1	Spring Break
March 1	Publication deadline for departmental honors candidates to be submitted for Spring 2024 graduates
March 8	Final day to record a grade for Fall 2023 incomplete
March 11 to March 29	Advising and Registration for Summer and Fall 2024
March 22	Final day to withdraw from class with a mark of "W" on academic transcript
April 17	Monday schedule of classes (Classes that meet on M, MW, MWF will also meet on this day as a Monday)
April 18	Study Day
April 19 to April 23	Final Exams (4/19, 4/20, 4/22, 4/23)
April 25	Deadline for Spring 2024 grade submission: 12 midnight
April 25	Deadline for departmental honors forms to be completed for Spring 2024 graduates
April 25 to April 27	Commencement Weekend (TBD)
June 10	Faculty deadline for Johnston student evaluations for Spring 2024

**S U M M E R 2 0 2 4 C A L E N D A R**  
**Summer 2024 April 29 to August 17, 2024**

May offerings: May 6 to May 31

May 6	Classes Begin for May Term
May 7	Final day to add classes, final day to submit individualized study contracts
May 8	Final day to submit Johnston regular course contracts
May 9	Final day to drop classes without appearing on academic transcript, change grading options and credit value
May 27	Memorial Day Holiday - University Closed
May 30	Last day of Classes
May 31	Final Exams
June 5	Deadline for May offerings grade submission: 12 midnight
July 3	Faculty deadline for Johnston student evaluations for May offerings

Summer offerings: June 17 to August 14

June 17	Classes Begin for Summer Term
June 19	Juneteenth Holiday - University Closed
June 20	Final day to add classes, final day to submit individualized study contracts
June 24	Final day to submit Johnston regular course contracts
June 27	Final day to drop classes without appearing on academic transcript, change grading options and credit value
July 4	Independence Day Holiday - University Closed
August 13	Last day of Classes
August 14	Final Exams
August 19	Deadline for Summer offerings grade submission: 12 midnight
September 15	Faculty deadline for Johnston student evaluations for Summer 2024



## GENERAL INFORMATION

Because they are pertinent to registration functions, selected regulations have been excerpted from the Catalog as a reminder to registering students.

### ACADEMIC ADVISING

The University is committed to the concept of an advising appointment at least once each term between the student and a faculty member.

Students are assigned an advisor by the Dean's Office as they enter the University. Upon declaring a major, a faculty advisor in the major department(s) will be assigned by the department chair.

### ATTENDANCE AT FIRST CLASS MEETING

Students are expected to attend all class sessions for courses in which they are enrolled.

Each instructor has the privilege of establishing regulations regarding attendance. Registered students who are not in attendance for the first class session of the term are subject to being dropped from the class at the discretion of the instructor.

Students who find they cannot attend the first class (or more) of the term should make arrangements with the instructor(s) as far in advance as possible.

When an instructor notifies the Registrar's Office to drop a student, the Registrar's Office will drop the class from the student's schedule and inform the student of this action within the first two weeks of classes. If this action creates a problem with a student's schedule, the student is responsible for making any appropriate adjustments through regular procedures in the Registrar's Office.

### AUDITING

A student may audit a course with the approval of the Registrar and the instructor of the course. The instructor will not process or grade any exams or papers of a student registered for Audit.

Registration with a grade option of Audit (AU) is accomplished the same way as registering for a standard grade option.

### CHEATING AND PLAGIARISM

The University has a policy on Academic Honesty. It is published in the Catalog and must be read and adhered to by all students.

### CONCURRENT ENROLLMENT

Students planning concurrent enrollment at the University of Redlands and another college or university must have courses approved in advance by the Registrar to ensure acceptance as transfer credits toward graduation.

School of Business students planning to cross-register must do so formally by securing the appropriate form from the Registrar's Office. This must be done within the stated times for registration, as shown listed in this bulletin, in order to avoid the late penalty.

### FINANCIAL AID

Students receiving financial aid should ensure that they have completed all necessary paperwork in the Student Financial Services Office before attempting to register.

### GRADING

Unless otherwise indicated, it is assumed that all courses are taken for a numerical grade.

If a student wishes to take a course on a Credit/No Credit basis or for Evaluation, this must be indicated on a Drop/Add slip and submitted to the Registrar's Office by the established deadline.

Some courses are offered on a restricted basis (numerical grading only) and therefore the student may not choose the Credit/No Credit grading basis.

The numerical grading is as follows:

4.0	equivalent to	A	2.0	equivalent to	C
3.7	equivalent to	A -	1.7	equivalent to	C -
3.3	equivalent to	B +	1.3	equivalent to	D +
3.0	equivalent to	B	1.0	equivalent to	D
2.7	equivalent to	B -	0.7	equivalent to	D -
2.3	equivalent to	C +	0.0	equivalent to	F

Students who elect a course on a Credit/No Credit (CN) basis and who are unsuccessful in the course will receive a mark of NC.

This grade will be posted to the permanent record in the Registrar's Office. The grade will NOT be calculated in the grade point average. It is important to note that certain graduate schools will interpret a grade of CR as 2.0, and an NC as 0.0.

Students who elect a course on an Evaluation basis (EV) and complete the course successfully will receive an EV notation on the permanent record and a written evaluation in the file. Those who are unsuccessful will receive a mark of VF (Evaluation—Fail). This mark will not be noted on the permanent record in the Registrar's Office. Neither an EV nor a VF will be included when calculating the grade point average. Johnston courses must be taken for an Evaluation, and cannot be numerically graded on the permanent record. A signed contract must be on file in the Registrar's Office to qualify for the grading option of EV.

#### INDIVIDUALIZED STUDY

Individualized Study is available in most departments and programs as follows. (The appropriate forms are available in the Registrar's Office.)

170, 270, 370, 470	Directed Study	(2 – 4)
180, 280	Exploratory Internship	(2 – 4)
380, 480	Specialized Internship	(2 – 4)
499	Honors Research Project	(2 – 4)
680	Specialized Internship	(2 – 4)

NOTE: Catalog courses may not be taken as Individualized Study.

#### REPEATING COURSES

Any student may repeat a course or courses for any reason. University policy provides that the course credits may be counted toward any degree only once and the course must be taken for the grading option for which it was originally taken. The grade received in the most recent taking will replace the earlier grade for cumulative grade point purposes, although both enrollments will be listed on the transcript.

#### TEXTBOOKS

For textbook information, including costs, students may visit <http://redlands.bncollege.com>.

#### CREDIT LOAD

The normal load for undergraduates is 16 credits per semester. When registration falls below 12 credits, students are not eligible to participate in certain extracurricular activities (such as athletics) and may jeopardize their financial aid status.

Each semester, a Dean's List is prepared to honor undergraduate students who have earned a grade point average of 3.65 or higher while taking 12 or more credits of work for a numerical grade.

All students who take more than 41 credits per year, or more than 19 in a half-year, must have permission to take an overload and will be charged an excess credit fee.

#### WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University must secure an official withdrawal form signed by the Student Affairs Office.