

Course Schedule Creation and Modification

Schedule Creation

Course registration is done online through WebOPUS. Access is limited to students via their network username and password according to the [Registration Eligibility Schedule](#) published on the Registrar's Office website. Currently enrolled students must consult with their faculty advisor in order to be cleared for registration. Students may register for summer coursework during the registration periods for either the fall or spring semesters. Continuing but not currently enrolled students, new students, former students, and Guest status may register during the Open Registration period, which begins the Monday following the end of the registration period for currently enrolled students.

Schedule Modification

Once students have registered for classes, they may process schedule modifications using the following procedures:

Course Drops

A course drop may be processed using WebOPUS through Census Date of the term. Non-attendance does not constitute a course drop.

Course Withdrawals

After Census Date and up through 4 p.m. on the date in the middle of the term specified on the Academic Calendar, a student may initiate a course withdrawal at the Registrar's Office and receive a grade of CW for a course if they have not exceeded their limit of three course withdrawals during their undergraduate career at Fort Lewis College. Students who have exceeded this limit must complete the course and receive a grade from the instructor appraising the quality of their work or file an appeal that will be reviewed by the Associate Vice President for Academic Affairs. Students initiating a withdrawal from all courses in a semester should follow the procedure outlined in Withdrawing from the Term. Non-attendance does not constitute a course withdrawal.

Course Adds

Students may add courses with available seats for which they have met all prerequisites and restrictions using WebOPUS through the first five days of the fall or spring semester or the first day of each summer session up to the maximum course load. Adds beyond the maximum course load must be approved by an academic advisor using a form available from the Registrar's Office.

Students seeking to add a closed class should join the waitlist for that course and enroll themselves when notified via email that there is an opening in the course. The waitlisting

function is available through the fifth day of class in the fall and spring semesters and first day of class in a summer session. Students may use a Special Condition Add Form available at the Registrar's Office for any courses for which waitlisting is unavailable.

For a student to add a course for which they do not meet the prerequisites or restrictions or for which instructor permission is required, the instructor must enter an override using WebOPUS. Once an override is entered, the student must still complete registration for the course via WebOPUS.

Beginning the second week of the fall and spring semesters and the second day of each summer session through Census Date of each term, any course additions must be on Special Condition Add forms, available at the Registrar's Office. The form requires the signature of the instructor. Regular-starting courses cannot be added after Census Date. Course attendance does not constitute a course add.

Courses with Time Conflicts

The Colorado Department of Education's Commission on Higher Education requires students to have 750 minutes of seat time for each credit hour they earn. In order to prevent the College from running afoul of accreditation standards, we cannot permit time-conflict overrides under any circumstances, even if the amount of overlapping time is very minimal. However, instructors may arrange for students to take [Independent Study](#) credits in lieu of one of the classes, and departments are free to grant substitutions so that Independent Study credits satisfy a particular major or minor requirement.

Adds for Late-Starting Courses

Students seeking to enroll in late-starting courses, defined as courses beginning at a time other than the normal start of the term, may use a Special Condition Add Form up until a week after the first class meeting in a fall or spring semester and one day after the first class meeting in a summer semester.