

SUMMER/FALL 2024 REGISTRATION INFORMATION FOR COLLEGE STUDENTS

****ONLINE REGISTRATION OPENS IN E-Z ARTS ON [APRIL 1](#)****

Soon you will receive information from your Art School and the Division of Liberal Arts regarding course planning and registration. The **Summer 2024** and **Fall 2024** Class Schedule is now available in [E-Z Arts](#). All college students will register for classes through E-Z Arts. A guide to help you register online through E-Z Arts is located on the front page of the EZ Arts login page.

Students may also contact the Office of the Registrar for registration system questions by calling 336-770-3295 or emailing registrar@uncsa.edu. Office hours: Mon.-Fri. 8:30-5:00 p.m.

Online Registration Dates and Times

Registration opens at 7:00 a.m. for each group. Once it is your time to register, registration will remain open continuously through 5:00 p.m., April 12th.

Online Registration Dates:

Current C3 and Pertinent Graduate Students: April 1 - April 12

Current C2 Undergraduates: April 2 - April 12

Current C1 Undergraduates: April 3 - April 12

****All others, please contact the Office of the Registrar at registrar@uncsa.edu.****

Online registration closes on April 12 and will reopen, so you can make schedule changes during the dates below. **Take care of your holds immediately** and register for classes on time.

Delaying your registration may delay the receipt or disbursement of your financial aid for the fall 2024 semester.

All continuing undergraduates must be registered for at least twelve (12) credits, and all graduate students must be registered for at least nine (9) credits by May 17 unless prior approval has been granted for part-time enrollment. Part-time approval must be obtained every semester and the appropriate form submitted to the Office of the Registrar.

Summer/Fall Online Registration reopens for schedule changes: May 13- May 17

Summer Only Online Registration reopens for Add/Drop May 24 - May 28

Online Registration reopens for Add/Drop: August 1 - August 18

Add/Drop changes August 19 -August 23

Helpful Registration Tips

- Course Planning begins March 25th. Access your Degree Works audit when meeting with your advisors.
- Register for your art and liberal arts classes simultaneously, if possible. You may enter the system as often as you wish during registration. When making changes at any time, you must be careful not to dip below full-time. And consult with your advisors when making changes to your schedule if necessary.
- Full-time registration requirement- Unless permission is granted by the Dean of your Arts School, you must register for at least twelve (12) credits as an undergraduate or nine (9) credits as a graduate student. Begin at your Arts School to submit a request to attend part-time. A new approval is required for each semester you plan to attend at less than full-time.
- Maximum Credit Rule-The University of North Carolina System policy requires that undergraduate students wishing to register for more than 18 credit hours in a regular semester must obtain permission from the dean of their program. Contact your Arts School for approval to exceed 18 credits. Students cannot exceed twenty-one (21) credits in a semester for any reason. The maximum credits for the summer session are six (6) credit hours.
- Variable credit courses require you to enter the number of credits when registering for the class. If you register for an incorrect number of credits, go to “add or drop classes” and change the credits. Make sure to save the change.
- Prerequisites –E-Z Arts will not permit you to register for a course unless you have taken the prerequisite. Occasionally, the system does not recognize a transfer course as fulfilling a prerequisite. If this happens, contact your advisor.
NOTE: You must successfully complete a course that serves as a prerequisite for a future pre-registered course to avoid being removed from the pre-registered course.
- Independent Study - A staff member in your Arts School or the Division of Liberal Arts will register you for an independent study. Only a full-time faculty member can supervise an independent study. A contract is required.
- Limit on Class Withdrawals-Undergraduates may withdraw from no more than 16 credits during their degree(s). For this reason, you should space your requirements out accordingly. UNCSA offers online classes during the summer.
- Account Holds- **You cannot register if you have an account hold.** Check for holds in [E-Z Arts](#) ahead of time to avoid being closed out of desired classes.