FAQ’s for Faculty & Staff
Adding Online Between the 1st day of the Semester and the Add Deadline (10th day)

At the request of the faculty, beginning with the Winter 2015 semester, the Office of the Registrar will implement new registration features which will allow students to add courses online in SIS during the first 10 days of the semester. These FAQ’s are intended to answer your questions about this new functionality. Please feel free to contact the Office of the Registrar if you have any questions.

Can students add a class once the semester begins? Yes, students will be able to add classes online in SIS, if seats are available.

Will I need to sign an Add form? No, all adds and drops will be processed in SIS.

What is the deadline for adding after the 1st day of the semester? There are two deadlines:
- Day 1 through Day 5 of the semester, students will be able to add classes online if seats are available. No special signatures or overrides are needed during this time.
- Day 6 through Day 10 at 5:00 pm (add deadline) students may add online, if seats are available and the academic department has given an electronic override.

Where can I find specific deadline dates for adding classes when the semester begins? All deadline dates are posted on the Registrar’s website. www.umflint.edu/registrar

Deadlines for the Winter 2015 semester are:
- Jan 6, at 9:00 am – Jan 12, 2015 at 11:59 pm Add online, if seats are available—NO SIGNATURES/OVERRIDES NEEDED
- Jan 13, 9:00 am – Jan 20, 2015 at 5:00 pm Add online with override from the academic dept, if seats are available

If a student was on the waitlist, can I sign an Add form so the student can get registered in the Registrar’s Office? No, Add forms will not be used or processed beginning with the Winter 2015 semester.

How can I avoid overenrolling my class? You should be working with your department to develop a process for giving overrides between the 6th and 10th day of the term.