

Enrollment Day for the SWU On-Campus Program Spring 2022 semester will be Monday, January 10, 2022.

The Enrollment Day schedule and instructions are included at the end of this email, and may also be accessed at https://my.swu.edu/ics/Campus_Life/Records

New students will complete the Enrollment Day process during Orientation on Friday, January 7, unless you have checked in online.

Returning students should attend Enrollment Day at the indicated time below, unless you have checked in online.

Spring 2022 classes begin on Monday, January 10.

The last day to enroll for the Spring 2022 semester is Friday, January 14.

mySWU will allow students to add courses through Friday, January 14.

Students may use mySWU to drop courses through Sunday, January 16.

After January 16, students may continue to drop courses through March 21 (and receive a grade of "W") by utilizing the paper drop forms or email to the Office of Academic Records (academicrecords@swu.edu).

Final Exams will be Monday, May 2, through Thursday, May 5.

The Final Exam Schedule may also be accessed at https://my.swu.edu/ics/Campus_Life/Records

Commencement for students graduating from the On-Campus and SWU Online programs will be Friday, May 6.

Southern Wesleyan University On-Campus Program Enrollment Day Instructions

Spring 2022 Enrollment Day: Monday, January 10, 2022

- Preregistered students begin at 8:30 AM – 3:30 PM
- New students who are not preregistered (or did not complete the enrollment process at Orientation) enroll from 10:30 AM to 12:30 PM
- Any other students, including returning students who are not preregistered, may enroll from 10:30 AM to 12:30 PM

STEP 1 – The Office of Academic Records (Lower Level of Library): Pick up "Enrollment Permit" and a copy of your course schedule at the time indicated above. As you move through the steps below, make sure each office initials your permit. If your permit is not initialed by all offices, you will have to go back and start again to get the appropriate signatures before you can complete the process.

Preregistered students should verify their schedule. You are not enrolled in classes indicated as "waitlisted." If you wish to make changes, see your advisor. Non-Registered students should report to their advisor for schedule completion.

STEPS 2 – Nurse: Your permit must be initialed indicating you are cleared for enrollment by Student Life. **Students who have "SKIP STEP 2" printed on their permit may skip this step!**

STEP 3 – Financial Aid: Your permit must be initialed indicating you are cleared for enrollment by Financial Aid. **Students who have "SKIP STEP 3" printed on their permit may skip this step!**

STEP 4 – Student Accounts: Your permit must be initialed indicating you are cleared for enrollment by Student Accounts. **Students who have “SKIP STEP 4” printed on their permit may skip this step!**

STEP 5 – **To complete the enrollment process, you must return your completed permit** to the Office of Academic Records. Your permit will not be accepted unless it contains all required signatures. If you do not return your permit, your schedule will be cancelled.

Important Notes:

Late Enrollment: Students who do not attend Enrollment Day may enroll through January 10 (late fees may apply) by reporting to the Office of Academic Records (Lower Level of Library). Students who do not complete the Enrollment Process by January 10 will not be allowed to enroll this semester!

Graduation: If you plan to graduate this semester and have not applied, you need to do so immediately!

First Class Attendance Policy: If you do not attend on the first day of class you MAY be dropped. All students registered for classes in the on-campus program are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor prior to the first class meeting to indicate their intent to remain in the class. If a student does not attend the first class meeting or make contact with the instructor, the professor may drop the student from the roll.