

Adding/Dropping Course Notes:

- * All add/drop requests must be submitted **prior to 11:59 PM on the official add/drop date.**
- * Requests **must be time stamped prior to 11:59 PM on the final drop/add date** and contain your name, eNumber and the course(s) you wish to add/drop.
- * **The system will not allow you to drop course(s) yourself online through Self-Service past 11:59 PM Sunday night AND/OR if you have any HOLDS on your account.**
- * Requests to **change grading preference** must be submitted through the portal or emailed to regrec@elmhurst.edu
- * **Add/drop or change grading preference request link:**
<https://elmhurst.teamdynamix.com/TDClient/1779/Portal/Requests/ServiceDet?ID=42867>

Registration Notes:

- * Time assignments are randomly assigned by the student's class level.
- * Registration will open first for Graduate, Senior, Junior, and Sophomore status and then Freshman the following week.
- * Class level is based on the **number of credits completed at EU**, not including the current term.
- * **All students (including graduating seniors)** receive a time assignment. If you are graduating after the current semester, please disregard time assignment.

Final Exam Notes:

- * Final exams for courses that are not full-term are determined by the instructor of the course.

Degree Posting Notes:

- * Degrees will not be posted until ALL final grades for the current term have been submitted.
- * Degrees will be posted with the term end date.

Registration and Records Contact Information:

- * **Location:** Goebel Hall, Rm. 105
- * **Hours:** Monday - Friday 8:00 AM - 4:00 PM
- * **Email:** regrec@elmhurst.edu
- * **Portal Requests:** <https://elmhurst.teamdynamix.com/TDClient/1779/Portal/Requests/ServiceCatalog?CategoryID=10681>