Elmhurst University

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.

Contact Information:

* *Location:* Koplin Memorial Hall, Second Floor

* *Hours:* Monday - Friday 8:00 AM - 4:30 PM

* *Email:* regrec@elmhurst.edu

* *Portal Requests:* https://elmhurst.teamdynamix-.com/TDClient/1779/Portal/Requests/ServiceCatalog?CategoryID=10681

All dates subject to change