Students who are preregistered for an upcoming term or session are expected to confirm/finalize their registration, which includes paying or making arrangements to pay tuition, fees, and other expenses, by the stated deadline. Other students are expected to confirm/finalize at the time they register for classes. Even students whose bill is $0 or less must confirm/finalize their registration with the cashier at one of the three campus locations, or by mail, or by fax, or online at www.uamont.edu through WeevilNet by the stated deadline. Students who do not confirm/finalize by the stated deadline will be dropped from all their classes.

**Fall or Spring Term**
The deadline for preregistered students to confirm/finalize their registration is normally one week before the beginning of open registration activities for the given term. Students not finalized by the deadline will be dropped from all classes prior to the open registration activities. Classes freed up by the drops will then be made available on a first-come, first-serve basis to preregistered students who did finalize/confirm their registration.

Students dropped for not finalizing may meet with their academic advisor through the third class day of a fall or spring term to re-register for classes. Those students, as well as any other students who register through the third class day, are expected to finalize immediately after registering. Students who finalize their registration on or after the first day of classes will incur a late registration fee.

On the fourth class day of a fall or spring term, students not finalized will be dropped from all registered classes.

Beginning with the fourth class day, students who desire to be reinstated must complete a “Reinstatement Request” form and obtain the signatures of the instructors of the classes for which reinstatement is being requested. The instructors must indicate on the form if the student has attended any of the classes up to that point. The Reinstatement Request form also requires the signature of the student’s academic advisor. The student must present the completed form, along with verification of financial ability to finalize, to the Office of the Registrar on the UAM campus or the Student Services Office at Crossett or McGehee for registration. The deadline for submitting a Reinstatement Form and finalizing registration for the reinstatement is the eleventh class day of a fall or spring term.

On the twelfth class day, students not finalized will be dropped from all registered classes. For any further enrollment consideration for the given term, any student with an extenuating circumstance must appeal* through the Office of the Registrar. A committee made up of one representative each from the Office of the Registrar, the Office of the Cashier, and the Office of Financial Aid will consider the appeal and render a decision. The decision of the committee shall be final. No appeals will be allowed after the 15th class day of a fall or spring term.
**Summer Session**

Students who are preregistered for a summer session are expected to confirm/finalize their registration on or before the last business day prior to the beginning of the session. Those who fail to do so may be dropped from all their classes.

Students dropped for not finalizing may meet with their academic advisor or dean through the second class day of a summer session to re-register for classes. Those students, as well as any other students who register through the second class day, are expected to finalize immediately after registering. Students who finalize their registration after the first day of classes will incur a late registration fee.

On the third class day of a summer session, students not finalized will be dropped from all registered classes.

Any dropped students who desire to be reinstated must submit a completed “Reinstatement Request” form as described previously and present it, along with verification of financial ability to finalize, to the Office of the Registrar on the UAM campus or the Student Services Office at Crossett or McGehee for registration. The deadline for submitting a Reinstatement Form and finalizing registration for the reinstatement is the fifth class day of a summer session.

On the sixth class day of a summer session, students not finalized will be dropped from all registered classes.

For any further enrollment consideration for the given summer session, any student with an extenuating circumstance must appeal* as described previously. The decision of the committee shall be final. No appeals will be allowed after the 8th class day.

*To appeal, the student must complete a “Reinstatement Appeal” form and must provide a written statement of the circumstances surrounding the appeal.

**Summary**

**Fall or Spring Term:**
- Deadline to finalize = one week before open registration activities
- Initial drops for not finalizing = prior to open registration activities
- Second drops for not finalizing = 4th class day
- Reinstatement requests honored = 4th class day through the 11th class day
- Third drops for not finalizing = 12th class day
- Reinstatement appeals considered = 12th class day through the 15th class day

**Summer Session:**
- Deadline to finalize = last business day prior to first day of session
- Initial drops for not finalizing = prior to first day of session (if time permits)
- Second drops for not finalizing = 3rd class day
- Reinstatement requests honored = 3rd class day through the 5th class day
- Third drops for not finalizing = 6th class day
- Reinstatement appeals considered = 6th class day through the 8th class day