

## Enrollment Procedures

Definitions:

- Enrolled Status – Students who have registered for a course, but who have not yet submitted the required payments, are considered to be in an enrolled status.
  
- Confirmation – Students who have both registered for a course, and who have submitted the required payments, are considered to be in a confirmed status.
  
- Confirmation Deadline – The last date for which enrolled students may confirm for their course. Students not confirming by the deadline will be dropped from enrolled status which will necessitate reenrolling. The confirmation deadline for graduate terms is the Monday preceding (4:30 PM) the first Monday of the term.
  
- Official Withdrawal – Student initiated withdrawal.
  
- Administrative Withdrawal – A University initiated withdrawal for nonpayment of required fees or for nonattendance. Nonattendance is considered to be two consecutive weeks of unexcused absences
  
- Written Notifications – Notifications received in written form, including e-mail.
  
- Enrollment Adjustment Period – The first eight calendar days of a semester or term constitutes the Enrollment Adjustment Period. For Graduate terms, The Enrollment Adjustment Period begins on Monday of the first week of class and runs through Monday (4:30PM) of the second week of class.
  
- Withdrawal Deadline – The last day to “officially” withdraw from a course and receive a withdrawal (W) notation on the transcript. Official withdrawals may not occur after the withdrawal deadline. Official withdrawal dates are published in the academic calendar.

Students who have been admitted to the Graduate School may both self enroll and self confirm for their courses prior to confirmation deadline. In that enrollments often exceed graduate course enrollment limits, students are encouraged to enroll and confirm as soon as possible.

Students not enrolling and confirming prior to the confirmation deadline, including previous enrolled students who were dropped for non-confirmation, will be allowed to enroll and confirm the week preceding the beginning of the term, provided space is still available in the course. However, waitlisted students will have enrollment and confirmation priority over students who have been previously dropped for non-confirmation. Students will not be able to self enroll or self confirm during this period and all requests for enrollment must be in written form.

During the Enrollment Adjustment Period, students may add, drop, or exchange courses. However, the following conditions apply:

- Students dropping courses during this period will forfeit ten percent of tuition expenses and all applicable fees. The course will be removed from the student’s transcript and no withdrawal (W) notation will be made.
- When exchanging courses, the student will be responsible for any additional course fees, such as the technology fee for online courses, resulting from the exchange.

**Any request to add, drop, or exchange a course must be made in writing.** The date of the action will be based on the postmark for mailed requests; the date received for hand delivered and fax requests, or the e-mail date for e-mailed requests.

Students may officially withdraw from a course after the Enrollment Adjustment period and prior to the withdrawal deadline. Withdrawing from a course will result in a withdrawal notation (W) being recorded on the student’s transcript. **Withdrawal requests must be made in writing as well.** The date of the action will be based on the postmark for mailed requests; the date received for hand delivered and fax requests, or the e-mail date for e-mailed requests.

To add, drop, exchange, or withdraw classes you may contact the following individuals:

Program	Contact	E-mail
Communication and Leadership	Kathy Defever	<a href="mailto:kathryn.defever@park.edu">kathryn.defever@park.edu</a>
Education	Brandee Howard	<a href="mailto:brandee.howard@park.edu">brandee.howard@park.edu</a>
Healthcare Leadership and Healthcare Certificates	Kathy Defever	<a href="mailto:kathryn.defever@park.edu">kathryn.defever@park.edu</a>
Business Administration	Brandee Howard	<a href="mailto:brandee.howard@park.edu">brandee.howard@park.edu</a>
Public Affairs	Michelle Concepcion	<a href="mailto:michelle.concepcion@park.edu">michelle.concepcion@park.edu</a>
Certificate Programs (DEM, BGL, NPL, CNS, Music)	Michelle Concepcion	<a href="mailto:michelle.concepcion@park.edu">michelle.concepcion@park.edu</a>

Students who fail to pay course tuition and fees or who record two consecutive weeks of unexcused absences, prior to the withdrawal deadline, will be administratively withdrawn from their course and a grade of “F” recorded.

Students who withdraw officially, or who are withdrawn administratively, from any or all hours in a term, will have tuition refunded according to the following schedule (all fees are non-refundable):

**Park University Refund Calculation Schedule**

	16 Week Term	8 Week Term
Week 1	90%	90%
Week 2	80%	60%
Week 3	70%	40%
Week 4	60%	20%
Week 5*	50%	0%
Week 6	40%	
Week 7	30%	
Week 8	20%	
Week 9	10%	
Week 10*	0%	

**Please be aware that withdrawal from a course, either officially or administratively, can affect financial aid.** Please contact the financial aid office at 816-584-6290 for information.

Additional information may be found in the current graduate catalog:  
<http://www.park.edu/grad/catalog.aspx>.

*\*Please note that the end of week 5 is the deadline to withdraw from 8 week courses and the end of week 10 is the deadline to withdraw from 16 week courses.*