



Cornell University

Office of the University Registrar

A Guide to Spring 2022 Enrollment

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1. What is an “instruction mode”?

Instruction mode refers to how typical classroom activities involving instructors and students are provided, such as lectures, discussions, and labs. Instruction mode *does not* refer to out-of-class requirements such as homework, reading, studying, writing assignments, or exams.

Instruction mode	Description
In Person	Course is delivered in person (face-to-face instruction). All required class meetings occur on campus, during scheduled meeting times.
Online	Course is delivered online, delivered synchronously (live, in real time) during scheduled meeting times.
Hybrid – Online & In Person	Course combines in-person instruction during required class meetings on campus, combined with online learning. Some in person activity is required.
Distance Learning Asynchronous	All students and instructors interact online. Involves well-designed, pre-recorded content and curated asynchronous interaction. Content is accessed by students at unspecified times.
Distance Learning Synchronous	All students and instructors interact online. Involves well-designed content and synchronous interaction. Content is accessed by students at <u>scheduled times</u> .
Directed Research	Research work supervised by an advisor or a faculty member. Delivery varies.
Independent Studies	Coursework supervised by an advisor or a faculty member. Delivery varies.

2. Enrollment: When and how?

- As in previous semesters, all courses, regardless of instruction mode, have enrollment caps. Specific enrollment restrictions may be enforced at the discretion of faculty or departments.
- Starting Wednesday, October 27, review information in [Student Center](#); double-check enrollment appointment time details (your start and end time for pre-enrollment activity) in the *Enrollment Dates* section on the right-side navigation. You may review your maximum enrollment credits in this area too. Follow the link for *Open Enrollment Dates* to confirm your enrollment appointment.
- Colleges have specific policies on permissible maximum credit hours per semester. Contact your faculty advisor or college advising office if you have any questions regarding your maximum credit hours.

Class Year	Date/Time Begin (Eastern Daylight Time)
Graduate/Professional/Cornell Tech/Vet Med	January 18 at 8am
UG Seniors	January 18 at 1pm
UG Juniors	January 19 at 8am
UG Sophomores	January 20 at 8am
UG First-Years (includes FWS enrollment)	January 21 at 8am

Tips for successful course enrollment:

- Course offerings are subject to change, be sure to have back-up courses planned in case you need to change your schedule.
- Plan your schedule with no course time conflicts; Student Center will generate an error message if you attempt to enroll in classes with overlapping times.
- Plan your semester in advance using the [Scheduler tool](#) in [Class Roster](#). Review your proposed schedule with your advisor.
- You may place your enrollment requests into your [Student Center](#) Shopping Cart before your enrollment appointment begins.
- There are several different types of holds - some are informational and some require action. Your Holds are listed at the top right of the page when logged in to [Student Center](#). Click on "more information" for complete details on the hold, including steps to resolve if necessary.
- During your enrollment appointment, submit your enrollment requests through [Student Center](#). Avoid logging into Student Center from multiple windows, multiple browsers or multiple devices. Doing so may result in class enrollment requests stuck in "pending" status, and the inability to successfully submit requests.
- If you are logged in to Student Center and are inactive for more than 30 minutes, you will be logged out.
- Complete all necessary steps to add your course requests. In "Step 3: View Results," a green check-mark in the "Status" column indicates successful enrollment.
- A limited number of classes have online wait lists. If waitlisting is an option, you will see a "waitlist if class is full" checkbox on the "Select a Class to Add - Enrollment Preferences" page in Student Center.
- You can also determine if a class has a waitlist by selecting the class section details. Under "Class Availability", see the wait list capacity item. If there is a '0', there is no waitlist. A number indicates a waitlist is available.
- If you need to add a course that requires instructor consent, contact the department or instructor as applicable. If you receive a permission code, you may use this code to enroll in the course via Student

Center. Permission numbers can be entered in Student Center in step 1 of the enrollment process, in the “Permission Nbr” field. See the “[Add a Class](#)” help document for screenshots.

- A class number is different than the permission code. The class number is in the leftmost column of class search results in Student Center, and at the far left of each section in the Class Roster. You can find class number in advance of your enrollment appointment.
- If you are unable to enroll the morning of your enrollment appointment, first check for holds. If you continue to have concerns, contact your college registrar’s office.

Information for First-Year Writing (FWS) Seminar Enrollment

- [First-Year Writing Seminar \(FWS\)](#)

3. Key academic dates

- [Spring 2022 Academic Calendar](#)

4. Who can help you

- [College Advising, Career Services, and Support](#)
- Faculty Advisor – Assigned Faculty Advisor contact information is available in Student Center.
- [College Registrar Directory](#)
- [Office of the University Registrar](#)
- [First-Year Writing Seminar \(FWS\)](#), knight_institute@cornell.edu

5. Resources

- [Student Center](#)
 - *Student Resources and Registration and Enrollment* links on right panel in Student Center



- [Class Roster](#)
- [Courses of Study](#)
- [Classes and Enrollment](#)
 - Help pages to [Add a Class](#) or [Make Changes to Your Class Requests](#)
 - [Classes and Enrollment FAQ](#)
 - [Student Center FAQ](#)
 - Troubleshooting [Common Student Center Enrollment Error Messages](#)

6. Classes and Campus Activities for Winter 2022 and Spring 2022

Winter 2022 courses generally will be conducted online.

Spring 2022 instruction generally will be conducted in-person and students therefore should make suitable arrangements to be present for in-person learning for the entire semester.

Please be aware, however, the University reserves the right, as it deems necessary, to adjust course modality over the period of the semester to respond to changes in health and safety risk factors and regulatory requirements.

By enrolling in my classes for either the Winter 2022 term or Spring 2022 semester, or both semesters, I understand and acknowledge the following:

1. It is my responsibility to review all course information prior to the start of the semester, including but not limited to any updated information concerning the format in which and duration for which courses are anticipated to be offered;
2. Other than when isolating or quarantining because of health and safety concerns, I will be expected to participate in each course in the format in which the course is offered (even if that format changes over the course of the semester);
3. At any time, Cornell may change the format or duration of my courses based on factors including but not limited to health or safety concerns, the judgment of the instructor, instructor status, pedagogical needs, or student enrollment numbers;
4. It is my responsibility to make course enrollment changes (e.g. drop, withdraw, adjust credits, or change grading basis, if available) if I do not think I can participate fully in a course in the format in which it is offered;
5. Absent compelling circumstances, students, including me, are expected to take exams in person (unless the instructor, in their discretion, provides for an online or take-home exam modality). It is the responsibility of students, including me, to timely obtain approval and coordinate exemptions to in-person exams with the appropriate university unit, college and/or instructor;
6. At any time, Cornell may restrict or prohibit student access to certain Cornell University-maintained facilities or services based on factors including but not limited to health or safety concerns;
7. There may be disruptions or cancellations of campus services, programs, activities, or events;
8. Students, including me, must follow all applicable university policies or rules (including the Student Code of Conduct and all campus health and safety requirements), and by failing to abide by all such policies and rules, students, including me, may have their access restricted to Canvas, university-maintained facilities, enrollment activity, campus services, programs, activities, or other campus events;
9. Cornell may be required to shift all classes to an online or hybrid format, or modify the duration of the semester, if Cornell or the government (at the local, state, or federal level) determines for any reason that continued in-person instruction is unsafe.

Finally, I understand, acknowledge, and agree that in no case will there be a tuition or fee refund if I remain enrolled through the Winter 2022 term or the Spring 2022 semester. The only eligible tuition and fee refunds for either semester are those that take place in accordance with the published schedule of early withdrawal dates from the Winter 2022 term and Spring 2022 semester.