

Registration

A schedule of classes is prepared for each term at all University locations. The University reserves the right to make necessary and appropriate changes to the published schedule, including the cancellation or rescheduling of classes.

Registration Process

Students are required to register for each semester/term of enrollment. Registration may be completed online for students who meet the necessary criteria. However, first-year students and students on academic probation or with academic concerns must consult with their academic advisor before registering. Students in good standing are strongly encouraged to do the same. Advisors will approve course selections and release any registration holds once advising is complete.

Students may register up to six months in advance of a term. Registration must be completed, and all tuition deposits and fees must be paid or have payment arrangements in place by the published deadlines. Students are not officially enrolled until all phases of registration, including financial requirements, are fulfilled.

Adding a Course

Students may add a course through the "Last Day to Add a Course" deadline published on the academic calendar.

Daytona Beach and Prescott campuses use an electronic waitlist system for closed courses. Students may add themselves to the waitlist, which operates on a first-come, first-served basis. If a seat becomes available, students are automatically enrolled in the class. Placement on the waitlist does not guarantee enrollment.

Late Registration

Daytona Beach and Prescott

Late registration for residential campus students is permitted only under unusual circumstances. Students seeking to add a course after the published deadline must have permission of the instructor, Department Chair and Dean. No course additions will be processed after the ninth day of a given semester.

Worldwide & Online

Students may add a course through the "Last Day to Add a Course" deadline published on the academic calendar. Students seeking to add a course after the published deadline must have permission of the instructor, Department Chair or Dean.

Dropping a Course With No Transcript Notation

Students are not permitted to drop a course while an academic integrity violation is pending.

Daytona Beach and Prescott

Students may drop a course with no notation of course enrollment on their transcripts. The drop period extends through the third week of spring and fall semesters and the second week of summer semesters. AMS students may drop a course through the second week of all semesters.

Worldwide & Online

Students may drop a course through their academic advisor with no notation of course enrollment on their transcripts or financial penalty during the drop period only. All student drop requests must be submitted in writing, and require counseling with an academic advisor, in order to be processed. Due to the compressed term schedules at Worldwide locations, the drop period extends through the first four class days of each term, ending at 11:59pm EST on that final day. Deadlines are enforced using Eastern Standard Time (EST), in keeping with the location of ERAU Worldwide Headquarters. Tuition is not refunded after the conclusion

of the drop period, unless required by state law or via an approved exception.

A late drop is defined as any drop after the completion of add/drop period and prior to the mid-point of the course, and is reviewed as an exception to policy. Students petitioning for a late drop from a course must provide a written petition along with third-party documentation explaining their extenuating circumstances, such as military assignment, medical emergency, etc. Each petition is considered individually; not all petitions are approved, nor all waivers granted.

Withdrawing from a Course (W)

Daytona Beach and Prescott

Students receive the grade of W if they withdraw from a course by the end of the published withdrawal period. If students stop attending their classes and fail to withdraw from the University, an F is assigned for each course in which they were enrolled.

Students are not permitted to drop or withdraw from a course while a charge of academic dishonesty is pending. Students who withdraw from a flight course before their initial attempt at the final phase check receive a W.

Worldwide & Online

Because the length of academic terms varies within Worldwide programs, the withdrawal period also varies. Generally, students who withdraw up to the middle of the term, unless otherwise established by any contract or memorandum of understanding/agreement, receive a grade of W. Deadlines are enforced using Eastern Standard Time (EST), in keeping with the location of ERAU Worldwide Headquarters. In exceptional cases, a student may petition through their Academic Advisor to receive a grade of W after the midpoint of the term.

A late withdrawal is defined as any withdrawal after the midpoint of a course and is reviewed as an exception to policy. Students petitioning for a late withdrawal from a course must provide a written petition along with third-party documentation that explains their extenuating circumstances, such as a military assignment, medical emergency, etc. Each petition is considered individually; not all petitions are approved, nor are all waivers granted.

If a student fails to complete the formal withdrawal process during the allowed withdrawal period (after the add/drop period concludes up to the course mid-point), a grade of "F" will be assigned for the course.

Uniformed members of the U.S. Armed Forces currently enrolled in undergraduate or graduate classes who must drop or withdraw from a class for reasons related to their military service must submit the request for a late drop or late withdrawal within 30 days of receiving notification of the deployment or the start of service-related travel that prevents continued enrollment in courses. All requests will be reviewed on a case-by-case basis.

Students who do not participate in a course, but do not drop or withdraw from the course will be issued a grade of "FX" by their instructor, which designates failure due to non-attendance. Students who initially participate in a course, but who then cease to participate and do not withdraw from the course will be issued a grade of "FX" by their instructor, which designates failure due to non-attendance. Students are financially responsible for courses in which they earn an "FX" grade, as they have not fulfilled their obligation to either complete the course or complete the necessary steps to drop/withdraw from the course. "FX" grades are noted on the official transcript as "F" grades.

Students are not permitted to withdraw from a course or the University while an academic integrity violation is pending. Students are not permitted to be registered in any class when withdrawn, suspended or dismissed from the University.

Exclusion from a Course

A student making no real progress in a course or whose behavior is detracting from the course may be excluded from the course by the

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appropriate dean with a grade of W or F. Students have five calendar days following written notification of this exclusion in which to appeal.

Repeating a Course

Undergraduate: With the exception of flight courses, an undergraduate may attempt a course three times. The grade for the second course attempt replaces the first and the grade for the third attempt replaces the second. The grade and credit hours for the final attempt are used in calculating the CGPA. All course attempts are recorded on the University transcript.

Graduate: Graduate students may petition to repeat one course in which a grade of less than B was earned for the purpose of improving their CGPA. Both grades earned are recorded on the University transcript, but only the replacement grade is included in the calculation of the grade point average. The student must submit a written request and receive approval of the department chair or designee. This applies to thesis credit and graduate research/capstone project credit as well.

Enrollment Restrictions

Enrollment may be restricted by Academic Advising or the Office of the Registrar for reasons including, but not limited to: conditional admission status, academic probation, outstanding incomplete grades, or a history of incomplete coursework.

Flight Course Registration

Adding a Flight (FACR) Course

- Students may be pre-registered for flight (FACR) courses that are scheduled within the current academic semester.
- Students may be added to a flight course within the first four days of the course.
- Upon successful completion of a flight course, students will be automatically registered into the next flight course within the same course group. This automated registration applies only within a defined course group and ensures accurate and timely progression between courses. Completion of the final course in a course group does not result in automatic enrollment in the first course of the next course group.
- A student may be concurrently enrolled in up to two courses at one time within the same module, but only with approval from the Flight Department Chair or Chief Flight Instructor.
- All individual courses must be completed within the same academic semester or within the University's published Incomplete Grade Policy period.

Dropping a Flight (FACR) Course

- Students may drop a course within the first seven days of the course.
- Students who fail to begin flight activity by the seventh day will be administratively dropped with no notation.

Withdrawal from a Flight (FACR) Course

- Dropping after the 7th day but before 75% of the course duration (end of week 3) will result in a grade of "W" (Withdraw).
- After the 75%-point, withdrawal is no longer permitted, and the instructor must assign a final grade of "P" (Pass) or "F" (Fail).
- A student dropped or withdrawn from any course will be prohibited from enrolling in the next until a "P" grade is entered for the prior course. Additionally, if a student is concurrently enrolled in two courses and the student is dropped or withdrawn from one of the preceding courses, they must immediately re-register for that dropped course or drop the subsequent courses.

Repeating a Flight (FACR) Course

- Each flight course (FACR) may be repeated only once, with a limit of two repeats within each certificate or rating group. Students who exceed these limits are prohibited from future flight course

enrollments. A restart of a certificate or rating group can be granted by the Flight Department Chair only once.