The Registrar’s Office is Here to Help You!

Stop by our office in Student Services Complex, Building C (SSC-C)
Call us at 702-895-3443 or Fax us at 702-895-1118
You can also email us at registrar@unlv.edu and visit us online at unlv.edu/registrar
Our mailing address is 4505 S. Maryland Parkway Box 451029 Las Vegas, NV 89154-1029

The Registrar’s Office Can Help You With:

- General Registration Help
- Understanding Registration Errors
- Understanding Waitlist Process
- Processing Time Conflicts and Credit Overloads
- Changing Courses to From Credit to Audit
- Understanding Holds That Prevent Registering for Courses
- Verification of Enrollment
- Understanding University Policy
- Understanding grades, GPA, repeats, Credit by Exam

Important Dates Fall 2016:

- August 26- Last day to pay in person without late penalties.
- August 26- Last day to register and pay online without late penalty
- August 29- Classes and late registration begin. Late registration fees and late payment fees apply
- September 2 - Final day to drop or withdraw and receive a 100 percent refund, add courses or switch sections, and drop or withdraw and receive a 100 percent refund
- September 5- Labor Day Recess
- October 7 - Final day to completely withdraw from all classes and receive a 50 percent refund
- October 28 - Mid-Semester / Mid-Term Grades Due
- October 28 - Nevada Day Recess
- November 4- Final day to drop or withdraw from classes
- November 7 - Mid-Semester instruction begins.
- November 11 - Veterans Day Recess.
- November 24-25 - Thanksgiving Recess.
- December 5-10 - Study week. Classes are scheduled but major written exams are not given.
- December 17- Instruction ends.
When Searching For Courses:

- You Must Have The Correct Term Selected
- Selecting The Subject Will Allow You to Find The Courses Your Academic Advisor Has Recommended
- Course Numbers Allow You to Narrow Your Search
- When You Wish to Add a Course to Your Waitlist You Must Uncheck The “Show Open Classes Only” Check Box
- You Have The Ability to Choose Additional Search Criteria Such as Mid-Semester Courses or Search For Only Online Courses
After You Select The Class Section You Want Added To Your Shopping Cart:

- Ensure That if You Wish to be Added to The Wait List For a Course, That The “Wait List if Class is Full” Checkbox is Selected.
- Review The Class Notes to Ensure You Meet All the Prerequisites, Corequisites, and That You Are Aware of Any Special Course Fees.

Once The Course Has Been Added To Your Shopping Cart:

- This Does Not Mean That You Are Enrolled Into The Course.
- The Shopping Cart Does Not Save Your Place in The Course.
- You Must Use the “Proceed To Step 2 Of 3” Button to Register For The Courses in Your Shopping Cart.
- After Step Two You Must Use The “Finish Enrolling” Button to Complete Your Request to Enroll Into The Requested Courses.
View the Results of Your Request to Enroll:

- A Successful Enrollment Means That You Are Now Registered For The Requested Courses. You Can View Your Updated Charges in Your Student Center.

- If You Receive a Prerequisite Error You Must Contact The Department That Offers The Course. The Contact Information For The Academic Departments Can be Found Online at www.unlv.edu/academics/units.

- If You Receive a Time Conflict Error You May Choose a Different Section of the Same Course That Does Not Meet at The Same Time as One of Your Other Courses or Complete a Time Conflict Petition With Instructor Permission.

- If You Receive an Error That There Are Holds on Your Account You Must Review Your Student Center And Contact The Appropriate Office to Resolve the Hold.

- If You Wish to Have Your Credit Limit Raised You Must Contact Your Academic Advisor And Complete an Overload Petition. The Advising Centers Contact Information Can be Found Online at www.unlv.edu/advising/centers

You can also find more info on our website unlv.edu/registrar/guide