



Dear Students,

The Registrar's Office will continue operating as usual, but with all of our services online. What will this look like for you in the coming weeks?

### **Daily Business**

We have shifted our focus to virtual operations. We are still processing transcript requests, major/minor declarations, substitutions/waivers, grade changes, [overrides for class registration](#), enrollment verifications and Michigan Guest Applications. Note that transcript requests are being processed only on Tuesday mornings. Allow 3-5 business days for processing enrollment verifications and Michigan Guest Applications. If you have questions about anything not specifically mentioned in this email, please contact us.

### **Fall 2020 Pre-Registration Advising and Class Registration**

Fall 2020 class registration will continue as planned. If you have not already, you will need to meet with your advisor to go over your degree audit and [Schedule Planner](#), and receive your registration PIN. Communicate with your advisor via email or schedule a phone call or a Google hangout.

### **Withdrawing from a Course**

The withdrawal deadline for full semester and last-half courses has been extended to April 22, 2020.

1. Review the considerations [on our website here](#). Contact appropriate offices to answer any questions you have about financial aid or athletic eligibility.
2. Email your advisor and the instructor for permission to withdraw.
3. Complete the [withdrawal request Google form](#).
4. Forward your email permissions from the instructor and the advisor to [registrar@hope.edu](mailto:registrar@hope.edu).

### **Pass/Fail Requests**

The pass/fail deadline for full semester and last-half courses has been extended to April 22, 2020.

1. Review the [pass/fail guidelines on our website](#).
2. If you meet the criteria to take a course pass/fail, email your advisor for permission.
3. Forward the email permission to [registrar@hope.edu](mailto:registrar@hope.edu).

### **Forms**

Most forms you may need during this time are available [on our website](#). Forms requiring faculty signatures can be emailed to them so they can forward the form and their email approval to our office.

If you have any questions, please contact us by email:  
[registrar@hope.edu](mailto:registrar@hope.edu)