



**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT**  
**REGISTRATION FOR ONLINE COURSES**

**Course Start Dates & Registration Deadlines**

Each course is 9 weeks long. To view available courses and textbook materials, go to <http://worldwide.erau.edu/teaching/teaching-online/course-schedules>.

**Course Descriptions**

For course descriptions, go to the [www.erau.edu](http://www.erau.edu) homepage, scroll to bottom of page, then click Course Catalog, and choose Worldwide Catalog.

**How to Register for Online Courses**

Students interested in taking online courses need to complete an online registration form, have it signed by the Program Chair of the student's degree, and then submit it to the Records Office. **Students may not repeat any course which they have previously failed online unless specifically authorized by the College Dean.**

**When Will I See My Course on Canvas?**

The courses will appear on canvas one business day prior to the course start date. Once the course is opened the student will be able to communicate with the instructor.

**Dropping a Course & Refund**

If, for any reason, a student decides to drop a course, the student must notify the instructor and complete a drop form at the Records Office. To receive 100% refund, a student must drop the course within the first five days the course begins for Fall and Spring or within the first three days for Summer A, B or C. If a student decides to drop a course after the drop period he/she must have written approval from the instructor and dean. Approval must be sent to the Records office.

**Incomplete Grades/Course Extension**

Students who determine that they cannot complete the requirements for a course by the term ending date due to extenuating circumstances, must initiate a written request for an extension to the instructor prior to the scheduled term ending date. The instructor will notify the student of the extension approval or disapproval (for approval the instructor will also provide the length of the extension not to exceed 90 days from scheduled end of term date). If the student fails to complete the course and Government Tuition Assistance (GTA) funding was used, the government will determine if the funds expended must be repaid by the student. Students not completing their courses within the prescribed time limit will receive a failing grade "F" in the course.