

University Policy 2.02.02

Course Registration

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POLICY STATEMENT

Students' university enrollment status is based on course registration. Upon course registration, students agree to pay tuition and fees to Capella University as stated in university policy *4.03.01 Tuition and Fees*. GuidedPath students may not register for more than three concurrent courses, and FlexPath students may not register for more than two concurrent courses. Doctoral students engaged in the advanced doctoral phase of their program may only register for courses in the comprehensive exam, dissertation, or capstone course sequence, unless specified in the *University Catalog*. Students are allowed two opportunities to repeat a course they have completed for which they have been assigned a grade or competency evaluation, including a failing grade or a competency evaluation below the minimum performance level for the course level.

Students who wish to cancel their course registration must adhere to the deadlines outlined in the academic calendar. Students may drop a course during the first 12 calendar days of the course without academic penalty. Students may withdraw from a course on or after the 13th calendar day of the course through the last day to withdraw from a course, as defined in this policy.

RATIONALE

The purpose of this policy is to provide clear and consistent directions, guidelines, responsibilities, and accountabilities associated with course registration-related activities.

DEFINITIONS

Academic Program

An academic program is any credentialed academic offering and its components, including but not limited to a degree, specialization, concentration, certificate, or delivery model in which a student is enrolled.

Advanced Doctoral Phase

The advanced doctoral phase begins after a student has completed all didactic coursework and residencies. An advanced doctoral student's requirements include any remaining courses in the comprehensive examination, dissertation, doctoral project, or doctoral capstone course sequence, and any additional program requirements as published in the *University Catalog*.

Course Census Day

Course census day refers to the 12th calendar day of a course at 11:59 p.m. Central Time.

Course Drop

Course drop refers to students formally removing themselves from a course roster during the first 12 calendar days of a course. A course drop applies to one course at a time and does not assume withdrawal from the university. A course drop should not be confused with a leave of absence, which refers to a student taking leave from the university and all associated courses for a specific period of time. A course drop is not reflected on the student's official transcript. Advanced doctoral students should refer to the Capella University *Doctoral Manual* for details pertaining to their programs.

Course Withdrawal

Course withdrawal refers to students formally removing themselves from a course roster after the 12th calendar day of the course and before the deadline to withdraw from a course expires. A course withdrawal applies to one course at a time and does not assume withdrawal from the university. A course withdrawal is reflected on the student's official transcript and is included in attempted credits when monitoring financial aid satisfactory academic progress, as described in university policy 3.01.05 *Financial Aid Satisfactory Academic Progress*, and is further detailed in the Capella University *Doctoral Manual*.

Initial Course Participation

Initial course participation for GuidedPath refers to the submission and/or completion of grade-eligible or other engagement activities as defined in the courseroom before the end of course census day. Initial course participation for FlexPath refers to setting target dates before the end of course census day.

Last Day to Withdraw from a Course

Students may not withdraw from a course after 11:59 p.m. Central Time on the 50th calendar day of a 10-week course, after 11:59 p.m. Central Time on the 30th calendar day of a six-week course, after 11:59 p.m. Central Time on the 25th calendar day of a five-week course, or after 11:59 p.m. Central Time on the 15th calendar day of a three-week course. Students may not withdraw from a FlexPath course after 11:59 p.m. Central Time on the 61st calendar day of the course. Last dates for course withdrawals will be designated as needed for terms of other lengths.

National Emergency

A national emergency is a federally designated event.

Ongoing Course Participation

Ongoing course participation for GuidedPath refers to the submission and/or completion of grade-eligible or other engagement activities as defined in the courseroom. Ongoing course participation for FlexPath refers to the submission and/or completion of predetermined FlexPath engagement activities as defined in the courseroom.

School's Designee

A school's designee is an individual designated by the dean to act on the school's behalf. The designee must be in a leadership position equivalent to or above an academic director (e.g., associate or assistant dean).

PROCEDURES

- I. Registration for All Students
 - A. Students register for courses, including residencies, using Campus's online course registration process. Some courses require a more specific registration process, as follows:
 1. Preregistration/auto-registration
 - a. Students work with appropriate Capella University staff to create an academic plan. During this process, students may consent to be preregistered for their courses.
 - b. Preregistration/auto-registration is the default registration process for some programs.
 - c. Once students have been registered for their courses, they will be sent an automated email confirming their registration has been completed.
 2. Special Topics, Practicum, and Internship Registrations
 - a. Special topics course registration requires the consent of the appropriate school and may require a written course learning plan. Students must submit their request for the special topics course through Academic Advising for school review.
 - b. Special topics courses may be repeated for credit with a different topic at the school's discretion.
 - c. Site-based learning registrations require the consent of the appropriate school and may require a written course learning plan or application. Students must submit their request for site-based learning registrations through Academic Advising for school review.
 - d. Ongoing course registration for students in programs with site-based learning may require the completion of prerequisite course and activities.
 - B. Upon course registration, students agree to pay tuition and fees to Capella University as stated in university policy *4.03.01 Tuition and Fees*.
 - C. Students should refer to the current academic calendar available on Campus for course registration dates and deadlines.
- II. Concurrent Course Registration for Comprehensive Examination and Dissertation Students
 - A. Doctoral students registered for comprehensive examination and dissertation courses may only be registered for courses in the comprehensive examination and dissertation course sequence.
 - B. Doctoral students registered for courses outside of the comprehensive examination and dissertation course sequence, with the exception of site-based learning, will be dropped from their other courses by school administrative staff. Students will be informed of the administrative course drop via email.
 - C. Doctoral students may request an exception from their school allowing them to take a course outside of the comprehensive examination and dissertation course sequence.
- III. Repeating Courses for All Students
 - A. Students are allowed two opportunities to repeat each course they have completed with a grade or competency evaluation, including a failing grade or a competency evaluation below the minimum performance level for the course level. Before a student is able to

request to register for a third attempt, the student must engage with a coach and complete a request form.

- B. Students receive credit toward their degree for only one iteration of the same course unless the *University Catalog* specifically identifies that course as repeatable for credit.
- C. Courses from which students withdraw and for which they receive a Withdrawal (“W”) grade on their transcript are not considered completed courses; therefore, the two-repeat restriction does not apply.
- D. If a student fails a course three times or receives a final course evaluation below the minimum performance level three times and is thereby unable to complete the requirements of their academic program, they will be administratively withdrawn. The student may appeal the administrative withdrawal decision pursuant to section II.E. of university policy *3.01.04 Academic Standing*.
 - 1. GuidedPath students who have been administratively withdrawn from the university for failure of a third course attempt are not eligible for readmission to that program or any program requiring the failed course. Students who were not at the doctoral level may apply to another program at the same degree level, providing the program does not require the failed course.
 - 2. FlexPath students who have been administratively withdrawn from the university for failure of a third course attempt are not eligible for readmission to that program or for admission to any program in the FlexPath learning format at that degree level. Students who were not at the doctoral level may apply to another program in the GuidedPath learning format at the same degree level, providing the program does not require the failed course.
- E. Repeated Courses, Grade Point Average (GPA), and Financial Aid Satisfactory Academic Progress (FASAP)
 - 1. When a student retakes a course, the initial attempt will be removed from the GPA calculation upon completion of the repeated course. The repeat, as well as any subsequent attempts, will all factor into the student’s GPA.
 - 2. Each attempt at the course appears on the transcript, and all attempts are used to evaluate the student’s completion percentage for evaluation of financial aid satisfactory academic progress (FASAP).
- F. For a course to be considered a repeat of a previous course, the student must complete the same course, as defined by the title and course number. If a new course has been designated by the school as the original course’s equivalent, it will be considered an identical course for purposes of this policy. If a course is retired, it will no longer be possible to repeat the course.
- G. The school may approve course substitutions in lieu of repeating a course to fulfill graduation requirements for the content area, but the credit and GPA calculations for both courses are included in the cumulative statistics.
- H. Special topics courses may not be repeated.
- I. Advanced doctoral courses and doctoral residency will not be subject to repeat course procedures. Program-specific requirements take precedence and may not be eligible for a third course attempt. See university policy *3.01.04 Academic Standing*.
- J. Dissertation courses will not be subject to repeat course procedures.

- K. The Master of Science in Nursing (MSN) Nurse Practitioner specializations may have stricter course repeat procedures, which take precedence. Students should refer to their program-specific manual for details.

IV. Course Drop or Withdrawal

	Course Drop Period	Course Withdrawal Period
3-week course session	0–12 calendar days	13–15 calendar days
5-week course session	0–12 calendar days	13–25 calendar days
6-week course session	0–12 calendar days	13–30 calendar days
10-week course session	0–12 calendar days	13–50 calendar days
12-week FlexPath session	0–12 calendar days	13–61 calendar days

- A. Students canceling, dropping, or withdrawing from their course(s) are encouraged to refer to university policy *4.03.02 Tuition and Fee Refunds* to determine the financial implications of their actions.
- B. Advanced Doctoral Students
Advanced doctoral students should refer to the Capella University *Doctoral Manual* for details pertaining to their programs.
- C. Course Drop
1. Students may drop a course during the first 12 calendar days of the course or FlexPath session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA).
 2. Students may be financially impacted should they drop a course after the first five calendar days of the course. FlexPath students may be financially impacted should they drop a course after the start of the FlexPath session. Students are responsible for fully understanding the financial implications of a course drop. Students should refer to university policy *4.03.02 Tuition and Fee Refunds* to determine the financial implications of a course drop.
 3. Students who receive financial aid should discuss the potential financial implications of a course drop, including the return of financial aid funds, with a financing coach.
 4. To drop a course, students must contact a designated Enrollment Services representative, Academic Advising representative, or FlexPath coach or complete and submit an online course drop request via the course drop functionality in Campus's Student Center.

- a. Students are responsible for clearly expressing their intention to drop a course by using language that indicates that intention through a specific request for institutional action. Course drop requests must include the following:
 - i. Student name and verifiable contact information
 - ii. Course number and title
 - iii. Quarter or session/term/year
 - b. Students may not use any other means to officially express their intention to drop a course, including verbal or written communication with faculty, discussion posts, or social media platforms.
- 5. Students receive confirmation that the course drop request has been processed via Campus's Student Center or email. Students are responsible for checking their course registration status in Campus's Student Center.
- 6. Students who drop a course after the open course registration deadline will not be able to reverse the course drop.

D. Course Withdrawal

- 1. Students may withdraw from a course from the 13th calendar day of the course through the official last day to withdraw.
- 2. Students may be financially impacted should they withdraw from a course. Students are responsible for fully understanding the financial implications of a course withdrawal. Students should refer to university policy *4.03.02 Tuition and Fee Refunds* to determine the financial implications of a course withdrawal.
- 3. Students who receive financial aid should discuss the potential financial implications of a course withdrawal, including the return of financial aid funds, with a financing coach.
- 4. To withdraw from a course, students must contact a designated Enrollment Services representative, Academic Advising representative, or FlexPath coach or complete and submit an online course withdrawal request via the course withdrawal functionality in Campus's Student Center.
 - a. Students are responsible for clearly expressing their intention to withdraw from a course by using language that indicates that intention through a specific request for institutional action. Course withdrawal requests must include the following:
 - i. Student name and verifiable contact information
 - ii. Course number and title
 - iii. Quarter or session/term/year
 - b. Students may not use any other means to officially express their intention to withdraw from a course, including verbal or written communication with faculty, discussion posts, or social media platforms.
- 5. Students receive confirmation of receipt of the course withdrawal request via Campus's Student Center or email. Students are responsible for checking their course registration status in Campus's Student Center.
- 6. Students who withdraw from a course after the course registration deadline will not be able to reverse the withdrawal.
- 7. The following consequences apply to a student who withdraws from a course from the 13th calendar day of the course through the last day to withdraw:

- a. The student receives a Withdrawal (“W”) grade for the course.
 - b. The grade of “W” appears on the student’s transcript.
 - c. The grade of “W” does not affect GPA, but course credits are included in attempted credits when monitoring financial aid satisfactory academic progress, as described in university policy *3.01.05 Financial Aid Satisfactory Academic Progress*.
8. Once the course has been in session past the official last day to withdraw from the course, this option is no longer available to students. Should unforeseen extenuating circumstances arise after the deadline to withdraw from a course has passed, students may refer to section V of this policy for recourse.

V. Late Course Withdrawal

- A. If unforeseen extenuating circumstances require students to withdraw from their course(s) following the official last day to withdraw, students may petition for a late course withdrawal to receive a Withdrawal (“W”) grade on their academic record for the course(s) by providing proper documentation of the circumstance. Such requests must be submitted prior to the end of the course. If the extenuating circumstance does not allow the student to submit the request by the deadline, third-party documentation demonstrating this fact must be provided.
- B. Students are encouraged to discuss the situation with faculty to determine, given the circumstances of the need for late course withdrawal, if a course withdrawal or an Incomplete (“I”) grade request best suits the situation. In instances when “I” grades are requested and approved, students have no longer than the last day of the 10-week course of the next academic quarter (or sooner, if so noted by the faculty) to complete their coursework in compliance with university policy *3.04.08 Incomplete Grades*. FlexPath students must contact their academic coach to review available options.
- C. If it is determined that the student needs to request a late course withdrawal, the student should contact Academic Advising to initiate the request.
- D. Students who receive financial aid should discuss the potential financial implications of a late course withdrawal, including the return of financial aid funds, with a financing coach.
- E. Extenuating circumstances may include but are not limited to the death of a family member, job-required relocation, or severe physical injury or illness. Documentation of the circumstance must be provided by parties other than the student; for example, a death certificate, a letter from the student’s supervisor, or a letter from the student’s physician must accompany the request.
- F. To be considered for a late course withdrawal accommodation, students must be able to demonstrate ongoing participation in the course(s) in question up to the time of their documented extenuating circumstance. The case is determined based on the documentation/evidence supplied by the student.
- G. The school’s designee will review and approve or deny the request. The decision and rationale will be forwarded to the Admissions & Records Operations department for validation.
- H. Academic Advising will contact students to notify them of the denial decision. The Admissions & Records Operations department will email students to notify them of the approval decision, copying faculty and academic coaches.

- I. Military students called to active duty should refer to university policy *2.02.08 Leave of Absence*.
- J. University policy *4.03.02 Tuition and Fee Refunds* remains in effect and does not provide any financial accommodation for late course withdrawals.
- K. No grades can be changed to a “W” for any previous terms.

VI. Appealing a Denied Late Course Withdrawal

- A. To request an appeal of the decision to deny a late course withdrawal, students should contact Academic Advising and provide the appropriate academic rationale.
- B. The registrar will review the appeal and render a decision within 14 calendar days of receipt of the appeal
- C. The decision of the registrar is final and not subject to further appeal.
- D. The student will be notified by email of the appeal decision.

VII. National Emergency Accommodations for All Students

- A. The U.S. Department of Education directs schools to provide educational and financial accommodations to students affected by national emergencies, both at the time of the event and upon reintegration. Capella University is committed to providing appropriate educational and financial accommodations to students impacted by a national emergency.
- B. Students impacted by national emergencies are encouraged to contact Capella University as soon as possible. Students may be given the option of withdrawing from their courses, resulting in a grade of Withdrawn (“W”) for each course, or requesting an Incomplete (“I”) grade for any GuidedPath course in which they were registered. FlexPath students may be eligible for an “I” grade in first course only. Students who request an “I” grade must get approval from their course faculty and be able to complete the required assignments independently, outside of the courseroom.

VIII. Additional GuidedPath Course Registration Procedures

- A. Course Load
 - 1. Students may not register for more than three concurrent courses.
 - 2. Non-credit-bearing residency registration will not be included in a student’s course load.
- B. Course Repeat Financial Aid Implications
 - 1. For students in programs in the GuidedPath format, financial aid may be used to cover the cost of the first repeat of a course for which the student received either a passing or failing grade. Students approved to repeat a course beyond this may not use financial aid to cover the cost of the additional course repeats.
 - 2. Repeat course credits ineligible for financial aid are not included in course load calculations for financial aid purposes.
- C. Enrollment Status Based on Course Registration
 - 1. Undergraduate Students
 - a. Undergraduate students registered for 12 or more credits of Capella courses each quarter are considered to be enrolled on a full-time basis.
 - b. Undergraduate students registered for six or more but fewer than 12 credits of Capella courses each quarter are considered to be enrolled on a half-time basis.

2. Graduate Students
 - a. Graduate students registered in six or more credits of Capella courses each quarter are considered to be enrolled on a full-time basis.
 - b. Graduate students registered in three or more but fewer than six credits of Capella courses each quarter are considered to be enrolled on a half-time basis.
 - c. Doctoral students registered in comprehensive examination and dissertation courses or doctoral capstone courses are certified as full time.
- D. Late Course Registration
 1. Students must request and receive permission from the appropriate school to register for a course between the end of open course registration and the eighth calendar day of the course.
 2. Late Course Registration Process
 - a. Students may request permission to register for a course between the end of open course registration and the eighth calendar day of the course by contacting Academic Advising.
 - b. The request is reviewed by the Admissions & Records Operations department and the school in which the student requests the late course registration.
 - c. If approved, Capella registers the student for the course, and the student receives a course registration confirmation via email.
- E. GuidedPath Course Participation
 1. Initial Course Participation
 - a. Students who submit and complete grade-eligible or other engagement activities as defined in the courseroom before the end of course census day have satisfied the requirement for initial course participation.
 - b. Students who have satisfied the requirement for initial course participation agree to pay the applicable course tuition.
 - c. Students who have satisfied the requirement for initial course participation but who wish to drop or withdraw from the course may initiate a request pursuant to section IV of this policy. Students who have satisfied the requirement for initial course participation and who drop or withdraw from the course will be held to the refund schedule described in university policy *4.03.02 Tuition and Fee Refunds*.
 - d. Students who do not satisfy the requirement for initial course participation will be dropped from the course.
 - e. A course drop due to failing to meet the requirement for initial course participation is not noted on the student's transcript and does not affect the student's grade point average (GPA).
 - f. Students who are dropped from a course for failing to satisfy the requirement for initial course participation will be refunded 100 percent of the course tuition.
 - g. Students who request a course drop or withdrawal as described in section IV of this policy and who have not satisfied the requirement for initial course participation will be refunded 100 percent of the course tuition.
 - h. Students registered in non-credit-bearing residencies, practica, internships or laboratory, dissertation, or doctoral capstone courses will not be dropped from their course(s) for failing to satisfy the requirement for initial course

participation, but they will be subject to any financial aid award disbursement participation requirements.

2. Ongoing Course Participation

- a. Students who continuously submit and complete grade-eligible or other engagement activities as defined in the courseroom are satisfying the requirement for ongoing course participation. Students must continuously participate in their courses to successfully complete the course.
- b. Students who do not participate in a course for 14 or more consecutive days are not satisfying the requirement for ongoing course participation.
- c. Students who do not satisfy the requirement for ongoing course participation will be notified by email.
- d. Within 14 calendar days of receiving notification that they are not satisfying the requirement for ongoing course participation, the student must resume participation in the course.
- e. Students who do not resume participation in the course will be withdrawn administratively from the course and will be held to the refund schedule described in university policy *4.03.02 Tuition and Fee Refunds*.
- f. If the student is administratively withdrawn from the course during the acceptable course withdrawal period, the student will receive a grade of “W” for the course. If the student is administratively withdrawn from the course after the acceptable course withdrawal period, the student will receive a grade of “F” for the course. The grade will be noted on the student’s transcript and will affect the student’s GPA.
- g. Students registered in practica, internships, field experiences, residencies or comprehensive examination, dissertation, doctoral capstone, or directed study courses will not be administratively withdrawn from their course(s) for failing to satisfy the requirement for ongoing course participation, but they will be subject to any financial aid award disbursement participation requirements.

IX. Additional FlexPath Course Registration Procedures

A. Auto-Registration

FlexPath students must contact their academic coach to make changes to their auto-registration plan or to request manual registration in a course. Unless a change is requested, auto-registration defaults to one course at a time for all FlexPath students.

B. Course Load

FlexPath students may not be registered in more than two concurrent courses.

C. Repeating Courses

For FlexPath students, financial aid may be used to cover the cost of the first repeat of a course a student has failed. Financial aid is not available to cover the cost of repeated courses for which the student received a passing evaluation.

D. Enrollment Status.

1. FlexPath students who began their program before October 2022 and have not had a change of catalog, academic program, or billing structure effective October 2022 or later
 - a. FlexPath students who are registered in a course or courses are considered to be enrolled on a full-time basis.

2. FlexPath students who started their program in October 2022 or later or who had a change of catalog, academic program, or billing structure that went into effect October 2022 or later
 - a. Undergraduate students
 - i. Students who take courses amounting to 0.5 to 4.4 program points total per billing session are considered to be enrolled on a half-time basis.
 - ii. Students who take courses amounting to 4.5 or more program points total per billing session are considered to be enrolled on a full-time basis.
 - iii. For courses spanning multiple billing sessions, the course's program point value is generally counted toward the session in which the course began but in some cases may, at the university's discretion, be used in the subsequent session to establish financial aid eligibility.
 - b. Graduate students
 - i. Students who take courses amounting to 0.5 to 2.24 program points total per billing session are considered to be enrolled on a half-time basis.
 - ii. Students who take courses amounting to 2.25 or more program points total per billing session are considered to be enrolled on a full-time basis.
 - iii. For courses spanning multiple billing sessions, the course's program point value is generally counted toward the session in which the course began but in some cases may, at the university's discretion, be used in the subsequent session to establish financial aid eligibility.
 - c. FlexPath students receiving federal financial aid will have additional requirements to receive half-time or full-time disbursement.
- E. FlexPath Participation
1. FlexPath Initial Course Participation
 - a. Students who submit their target dates before the end of course census day have satisfied the requirement for FlexPath initial course participation.
 - b. Students who have satisfied the requirement for FlexPath initial course participation and who drop or withdraw from the course will be held to the refund schedule described in university policy *4.03.02 Tuition and Fee Refunds*.
 - c. Students who do not satisfy the requirement for FlexPath initial course participation will be dropped from the course.
 - d. A course drop due to failing to meet the requirement for FlexPath initial course participation is not noted on the student's transcript.
 2. FlexPath Engagement
 - a. Students who regularly submit and complete FlexPath engagement activities are satisfying the requirement for FlexPath engagement. Students must regularly satisfy engagement requirements to successfully complete a FlexPath course.
 - b. Students who do not complete FlexPath engagement activities for 14 or more consecutive days are not satisfying the requirement for FlexPath engagement and will be notified.
 - c. Students who do not engage for 21 or more consecutive days may be contacted by academic advising.
 - d. Students who do not resume engagement in their FlexPath course within 28 days will be withdrawn administratively from the course and may be

responsible for tuition and fees as described in university policy *4.03.02 Tuition and Fee Refunds*.

- e. Students who are withdrawn administratively from a course for failing to meet the FlexPath engagement requirement will receive a competency evaluation of “Non-Performance” for the course. The competency evaluation will be noted on the student’s transcript.

F. Course Extension Requests

1. Request process

To request a course extension, students must complete and submit the FlexPath Course Extension Request form located in the University forms section of Campus. The request will be reviewed and a decision will be communicated.

2. Eligibility

- a. Students must have submitted their first attempt for at least one assessment.
- b. Students who have already met the minimum performance requirements to pass the course are not eligible for a course extension.
- c. Students are eligible for only one extension per course attempt.

3. Deadlines

- a. Requests must be submitted at least two business days prior to the course end date.
- b. If approved, the extension will allow the student an additional 6 weeks (42 calendar days) to complete the course. Additional time beyond the 6 weeks cannot be approved.

4. Failure to complete course

If the course is not completed by 11:59 p.m. Central Time on the new course end date, the course will be locked from any further assessment submissions. All assessments submitted by the new course end date will be evaluated, and the course will close with the competency evaluations earned at that time.

POLICY OWNERS

Academic Owner: Provost

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 2.02.07 Changing Academic Program

University policy 2.02.08 Leave of Absence

University policy 4.03.01 Tuition and Fees

University policy 4.03.02 Tuition and Fee Refunds

Late Course Registration form—Campus

REVISION HISTORY

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