

GENERAL INFORMATION

REGISTRATION

All students must be formally accepted for admission and properly registered each term with all appropriate fees paid before being admitted to classes.

STUDENT ADVISING

Prior to registration each semester, students must meet with their assigned academic advisor. Students receive academic coaching in addition to discussions regarding their academic progress. During the advising session, students are given a pin (registration code) to register themselves.

CLASS SCHEDULES

The student is responsible for the correctness of the schedule and for meeting the classes as scheduled. Once approved no changes may be made in the schedule except as provided for below.

CLASS LOAD

The normal or average class load for a regular semester is 16 semester hours. Students may take a **maximum of 15 hours** distributed over the summer (May Intersession, Session I, Session II and/or the regular summer term). A **maximum of seven hours** may be taken per four-week session (Session I or Session II). Students who earned a grade point average of **2.6 or higher in their last term of full-time study** at this institution may register for a maximum of **20 semester hours** in a regular semester or **15 semester hours** in a full summer term. Students who have less than **2.6** grade point average and **who are not** on academic warning and academic probation may register for a maximum of **18 semester hours** while students on academic warning and academic probation may not register for more than **13 semester hours** during a regular semester.

During a full summer term, students on academic warning and academic probation will be allowed to register for **no more than six semester hours** per four-week session (Session I and Session II) or **12 semester hours** for the entire summer. Interim (Maymester) courses are to be included in these hour load calculations if they occur in any part during a regular academic year or summer term semester. Graduating seniors, with the written approval of the **dean of the college** in which enrolled, may take up to a maximum of **21 semester hours** provided their academic record and other considerations justify the overload. In computing the class load, noncredit and audit courses count as equivalent hours.

FULL-TIME/PART-TIME STUDENT

To be classified as **full-time**, a student must schedule no fewer than **12 semester hours** in a semester and no fewer than six semester hours in a summer term.

Students scheduling fewer than these minimum hours are classified as **part-time** students and are not eligible for athletics, honors, offices, or benefits requiring full-time status.

AUDIT

A student who wishes to enroll in a course as an **auditor** must obtain permission of the dean of the college in which enrolled. Students enrolling as auditors follow regular admission and registration procedures, and are governed by the same regulations applied to regular students. An auditor **pays the regular course fees**, but does not take examinations or receive a grade. **Audit counts as equivalent credit in determining total schedule load.** Courses which are audited **do not count toward** the minimum load required for eligibility for financial aid, athletics, and veterans' benefits. **A course may be audited and then repeated for credit.**

COURSE CHANGES

After initial registration any changes in the student's class schedule must first be officially approved, recorded, and the appropriate fees paid. Approval for change must be secured from the instructor, the department chair, or the dean of the college in which enrolled. No course changes are permitted after the close of the registration period except in the event of approved withdrawals, as provided for under "General Regulations" in this section.

LATE REGISTRATION

After the initial registration, the time in which a student may enroll extends to the date designated in the [Academic Calendar](#). Enrollment during this period is considered as **late enrollment** for which an additional charge is made. Students should also recognize that late enrollment may result in a limited selection of courses or a reduced load, and that initial absences from classes may prejudice the student's academic standing. **No student may register after the close of registration.**

CLASS ATTENDANCE

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. **Each student is directly responsible to the individual professor for absences and for making up work missed.** Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class.

Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor. **Students should expect their instructors to monitor attendance as required by the Federal Student Aid Handbook, (*Volume 5, and Chapter 2*).**