



## Admission and Registration Office

### Registration Procedures and Regulations

#### A Quick Guide

Registration is the process of selecting courses, reserving space in those courses, receiving a schedule, and paying fees. A student is not officially enrolled until fees are paid.

Registration begins with your academic advisor. If you do not know who your advisor is, or if you do not have an advisor, contact your faculty or department. Your advisor will help you complete the ONLINE Registration.

Registration is obligatory for all students attending courses or related activities at the University. No credit will be granted and no grade recorded for any course or activity for which the student has not been properly registered. Retroactive registration and retroactive changes in registration cannot be accepted.

#### **Officially Registered Students**

To register officially and to attend classes, each student must:

1. **Select courses, and obtain the help of her/his academic advisor.**
2. **Complete the ONLINE registration.**
3. **Pay the required fifty percent 50%.**
4. **The approval of the academic advisor.**

**A student, who has not fulfilled all financial obligations to the university, including an account balance from the previous semester, will not be permitted to register.**

#### **Schedule Overloads**

A student in good academic standing may register for up to 18 credit hours per semester. A student who has earned more than 30 credit hours at ALHOSN University and has a 3.3 or higher grade point average may request written approval from his/her academic advisor and the Dean of faculty to register for an overload. The credit hour limit with an overload is 21 hours. This process must be completed by the add/drop deadline.

### **Pre-requisite /Co – requisite Requirements:**

1. A student should ensure that she/he has completed the prerequisite or co-requisite requirements for newly registered courses.
2. A student's registration is cancelled for any course(s) whose prerequisite or co-requisite course(s) has not yet been taken or which the student failed or from which she/he withdrew in the previous semesters.

### **Procedure for Dropping/Adding and Withdrawing from Courses**

1. A student may add courses, change sections, switch from audit to credit, or credit to audit before the date specified in **Column A**.
2. A student may Drop courses before the date specified in **Column B**.
3. To withdraw from courses, a student must complete the following process:
  - Consult with her/his academic advisor
  - Complete the process ONLINE

It is the student's responsibility to initiate course changes. Neither a verbal request for a change, nor an informal change will be accepted as valid. Students must apply through the Office of the Registrar to initiate any changes.

1. A course from which withdrawal is made before the date specified in **Column B** will not be recorded on the student's academic record.
2. A course from which withdrawal is made after this date but before the date specified in **Column B** will be recorded on the student's academic record as a **"W"** (Withdrawal).
3. If a student withdraws **after** the date specified in **Column C**, a grade of **"F"** (Fail) will automatically be assigned.

Unless this procedure is followed within the specified deadlines no credit adjustment will be made to the student's account and the student's academic record will indicate a failure in the course rather than a withdrawal.

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
Semester / Session	Last date to <b>add (change)</b> courses	Last date to <b>Drop</b> courses. Courses will be recorded on academic transcript after this date	Last date to withdraw without academic penalty.
Spring 07	<b>Feb. 04/2007</b>	<b>Feb. 18/2007</b>	<b>March. 22/2007</b>
Summer I	June 07/2007	June. 07/2007	June. 07/2007
Summer II	July 08/2007	July 08/2007	July 08/2007

**A student wishing not to register for a semester must submit to the Admission and Registration Office before the beginning of the semester "An Application for Suspension of Enrollment" to avoid dismissal from the university.**