

AUAF Policies and Procedures Student Sign-Off Form

AUAF students should understand the university's policies and procedures. A few of them are summarized below. Please read each item and initial in the space provided. Your initials indicate that you have read and understood each item. This document will be placed in your file. The Registrar's Office urges you to review the AUAF online catalog for more information about the policies and procedures below as well as others that apply to specific situations. Please complete this form and submit to the Registrar's Office. **You risk a "stop" being placed on your records if you fail to return this form before your first semester of classes begins.** Students only need to complete the form once, not every semester.

PLEASE PRINT CLEARLY

Student ID: _____ Date: _____

Registration

- » Students are responsible for learning how to register and access their academic records. They are also responsible for reviewing their records on PowerCampus Self Service and report any errors to the Registrar's Office. *Access information about using Self Service on the AUAF website. You will need your student ID number and your password to access the website.*
- » "How To" documents are available on Self Service and in the Registrar's Office. These short guides provide instructions on how to use Self Service.
- » Students must register for classes using PowerCampus Self-Service which can be accessed with any standard internet browser. The system stores your registration and grade activity.
- » Students are responsible for keeping and remembering their ID numbers, usernames and passwords after they are issued in the first semester. Students are not allowed to share their usernames or passwords with anyone.
- » Students **cannot** register for courses that meet on the same day and at the same time.
- » **Students must attend only sections of classes for which they are registered.**
- » Classes have a maximum number of students. *Once the maximum number of students is enrolled in a class or course, the course is CLOSED.*
- » Students are responsible for their registration record. Make sure to check your class schedule before the end of add/drop. Usually within the first week of school.
- » If student enrollment in a course is low, the chair of the appropriate academic department decides whether to cancel the course. Check Self Service and your AUAF email often during

registration. *Students who neglect to do so may find themselves without the courses they expected.*

- » The course instructor can override the maximum number of students and add a student to his or her class. A student must obtain and complete an “Override” form at the Registrar’s Office to enroll in a “closed” class.
- » Once a course is CLOSED, a wait list is created. A student may put their name on the wait list using Self Service. If a student enrolled in the course drops it, then a student from the wait list can add it. If more than one student is on the wait list, those who are seniors are selected first, juniors are second, sophomores are third, and freshmen are fourth. Students receive notification through Self Service that the course is available and they must register for the class within 24 hours. If the student does not register within 24 hours, s/he is removed from the waiting list and the next student on the list is notified. Students on wait lists should routinely check Self Service. Failure to register within 24 hours does NOT entitle a student to enroll in the class.
- » A check list of registration steps is provided online and hard copies are available around campus including the library and the Registrar’s Office.
- » Students are responsible to keep all course syllabuses and returned papers from a course. These may be required later for graduate studies or the Ministry of Higher Education when attesting your degree.

Initial _____ to indicate that you have read the information here about registration

Refund policy

- » Students who drop or withdraw from undergraduate or Foundation Studies classes within the first three weeks of classes can obtain a refund based on the scale below:
 - ✓ Withdrawal before the end of drop/add week: 100% excluding tuition deposit
 - ✓ Withdrawal during the second week of the semester: 75% minus deposit
 - ✓ Withdrawal during the third week of the semester: 50% minus deposit
 - ✓ **No refund after the third week of the semester.**
 - ✓ **For more information contact the Student Finance Office on the third floor of the Bayat building.**
- » Note: The refund applies to the total amount owed to the University and not the amount actually paid such as a deposit.
 - ✓ For example, a student is billed \$3,000 for 12 credits in the semester, and withdraws from all courses in the first week. The student may receive a 100% refund excluding the \$500 deposit, i.e., technically the student receives a \$2,500 refund. But if the student at this stage has only paid \$500 (which is commonly the case), he or she receives no refund. If the student drops 6 credits and maintains 6 credits by the end of the first week, and if he or she has paid \$2,000 upfront, he or she will receive \$1,000 as a refund.

- ✓ **If a student withdraws from a class after drop/add and after the third week of the semester, s/he will still be responsible for paying for the class.** When students enroll in the University by registering for classes, they are making a commitment of time and money. The commitment to time is that they will attend class and study; the financial commitment is that they are responsible for paying tuition and fees.

Initial _____ to indicate that you have read the information provided about refunds

Late registration

- » Requests for late registration are not possible. Students must register by the end of add/drop period. Usually within the first week of the semester.
- » The refund policy ***remains the same*** for students registering late.

Initial _____ to indicate that you have read the information provided about late registration

Advising

- » Every student will be assigned an advisor who acts as a guide during the student's time at AUAF.
- » The specific advisor assigned depends on the number of credits the student has earned and/or the student's major.
- » The Registrar's Office will assign advisors based on university or department policies. Students' advisors are posted in PowerCAMPUS Self Service.
- » The advisor will assist the student in understanding requirements for graduation and when to take courses. Some courses require prerequisites (a course required before an advanced course can be taken) and advisors help students determine the sequence in which courses should be taken. Failure to take a prerequisite can result in taking longer to meet graduation requirements.
- » Advisors can also help students understand university policies and other academic issues.
- » However, the student's responsibility is to understand their program of study and enroll in courses they need to fulfill graduation requirements.
- » Advisors must approve the courses each student wants to take each semester before the student is actually registered in classes.
- » All new UG students will be assigned an advisor from the Student Affairs office and that upon completion of 30 credits and a 2.5 GPA they are eligible to declare their academic major.

Initial _____ to indicate that you have read the information provided about advising

Drop/Add

- » Students may drop and add courses for one week after registration period is over. (See the University Calendar for specific dates) For example, if a student realizes that another section of ENG 110 would be better for his or her schedule, s/he can drop a section and add a different section during drop/add.
- » Drop/add does not require any special permission unless a course is full or some other issue is present.
- » Students should drop and add courses using Self Service. **However, be sure to complete all of the steps.** Students sometimes neglect to read, understand and follow all of the steps for registration and then find out they are not enrolled in the courses they had expected. Avoid this problem by following directions.
- » Students will not be charged for courses they drop during the drop/add period. For example, if a student drops a course but does not add a course to replace the course dropped, s/he will not be charged for the dropped course. If a student withdraws from a course after drop/add, s/he must pay the course fee if the refund period has elapsed.

Initial _____ to indicate that you have read the information provided about drop/add

Withdrawing from courses

- » Students may withdraw from a class for about one month after the drop/add period ends. See the University Calendar for specific dates.
- » Withdrawing from a class requires completing a form available from the Registrar's Office and returning the completed form to the Registrar's Office.
- » Transcripts will indicate a "W" beside the course name. The "W" does not figure into a student's grade point average.

Initial _____ to indicate that you have read the information provided about withdrawing from courses

Incompletes

- » A form must be completed and submitted to the Registrar's Office to receive an "I" in a course. The form must be submitted prior to the end of the semester.

- » Students must arrange with their instructors to receive an incomplete or “I” for a course. Receiving an “I” is the instructor’s decision. Instructors may request verification of medical issues and other problems that might allow an “I.”
- » Students can make special arrangements with their instructors which must be explained on the appropriate form.
- » Course requirements must be completed either within **nine** weeks from the start of the following semester or by the date agreed on with the instructor.
- » It is the student’s responsibility to complete the appropriate form (available in the Registrar’s Office). If a student fails to complete the course or has not submitted the form for an “I,” the student will receive an “F” in the course.
- » The student must complete the work with his or her original instructor.
- » If a student receives an “I,” s/he should **not enroll in the course again**. Instead, the student should complete the coursework and obtain a grade.
- » Students are not allowed to receive an “I” grade in more than two courses per semester.

Initial _____ to indicate that you have read the information provided about incomplete grades

Repeating a course

- » A student may repeat any course in which they received a “D” or “F” grade. The repeated course must be taken at AUAF if it is intended to replace an earlier grade.
- » When a course is repeated, only the grade, quality points, and credit hours for the last attempt will be used in computing the grade point average and credit.
- » All attempts and grades will be recorded on the transcript. The earlier attempt is recorded in the student’s transcript, but the grade is not counted.
- » Normal tuition and fees apply to repeated courses. Upper division coursework may only be repeated only once.
- » **DO NOT REPEAT A COURSE FOR WHICH AN “I” HAS BEEN GIVEN**. Instead, finish the course for which the “I” was received.

Initial _____ to indicate that you have read the information provided about repeating a course

PROBATION/SUSPENSION/READMISSION PROCESS

In order to remain academically eligible for enrollment, an undergraduate student must maintain a minimum cumulative and semester grade point average of 2.0. Students failing to achieve these minimums at the end of each semester, including summer, are automatically placed on Academic Probation for the following semester. Students who complete two consecutive semesters with a semester

GPA less than 2.0 and has a cumulative GPA less than 2.0 will be suspended from the university. A full-time student on academic probation may register for no more than four courses or a maximum of 6 credit hours. To be removed from probation and stay in good standing, the student must achieve a cumulative GPA of 2.0 or higher in the following semesters.

During the Academic Probation semester students participating in co-curricular activities may have the opportunity to participate contingent upon filing an Academic Probation Contract (APC) with all the required signatures, agreeing to the conditions outlined in the APC, and abiding by the APC during the probationary semester. At the end of this semester the student must achieve a semester GPA of 2.0 or higher or will face suspension. Students who achieve a semester GPA less than 2.0 but still have a cumulative GPA of 2.0 or higher will remain on academic probation for the following semester(s). Students in the second consecutive semester of academic probation are not eligible to participate in co-curricular activities.

If the student is suspended, he or she has the right to appeal for readmission through the Registrar's Office. The student must make a written appeal which will be reviewed by an Academic Hearing Committee. The written appeal should include an essay about how the student plans to make studying the top priority and be successful when they return to AUAF. If a student is readmitted, s/he will be placed on academic probation preventing any participation in co-curricular activities such as student clubs for that semester.

All readmitted students can take a maximum of 13 credits during the first semester of re-admittance. In addition, readmitted students will be required to meet with the appropriate support personnel assigned by the Academic Hearing Committee during their probation semester.

By signing below, the student confirms that s/he has read and understood the material on this document.

Student's Signature: _____ **Date:** _____

FOR REGISTRAR'S USE ONLY:

Request received by (initials) _____ **Date** _____

Request processed by (initials) _____ **Date** _____