

**3359-60-03 General procedures and requirements.**

- (A) Orientation. The university requires each newly admitted student to attend a formal university orientation.
- (B) Advising. During orientation and in each term thereafter, a student meets individually with an academic advisor to discuss progress, to review areas of success as well as problems which have been encountered in previous terms and to determine what courses the student's academic record calls for in future terms. It is the student's responsibility to be aware of the identity of their academic advisor and to schedule appropriate appointments with the advisor.
- (C) Registration.
  - (1) Each term it is necessary for a student to select courses, formally register for those courses, and to pay the appropriate fees to register officially for classes.
  - (2) The student may elect to register by telephone or in person. Details about these options are described in the schedule of classes published every academic period and available upon request from the student's advising agency: office of academic advising services or degree-granting college. A nonrefundable late registration fee is assessed students enrolling after the official open registration period.
- (D) Class attendance. A student is expected to attend all class meetings for which the student is registered. A student may be dropped from a course by the dean if absence is repeated and the instructor recommends this action; a student can gain readmission only with permission of both the instructor and the dean. A student dropped from a course receives an "F" which counts as work attempted whenever grade-point ratio calculations are made.
- (E) Modification of student schedules. A student must register for a course before the end of the first week of the term. Alterations in the student's official schedule may be made only with the permission of the dean or the dean's designate.
- (F) Withdrawal.

- (1) A student may withdraw from a course up to the midpoint of the course with the signature of the student's advisor.
  - (2) After midpoint of a course, a student must have written approval of both the instructor and advisor to withdraw. Such approval must be dated and processed through the offices of the registrar and the cashier prior to the final examination period. Should the instructor or advisor refuse to sign the withdrawal form, the student may appeal to the dean of the student's college, who shall make the final decision after consultation with the instructor and advisor who declined to approve the withdrawal.
  - (3) An approved withdrawal will be indicated on the university of Akron official academic record by a "W." A student who leaves a course without going through the withdrawal procedure will receive an "F" in the course.
- (G) Students who fail to complete their general education English, mathematics, and oral communication requirements during the first 48 credit/load hours attempted (including withdrawals) at the university of Akron shall have their registration restricted until they see their advisor.
- (H) Students who are not accepted by a degree-granting college by the time they have 48 credits completed shall have their registration restricted until they see their advisor.