

Academic Policies and Procedures

Enrollment and Course Load

Orientation

All full-time freshmen are required to take part in the New Student Orientation program. There are several orientation sessions during the summer and a final session just before the beginning of the fall semester. Full-time transfer students are also required to take part in a one-day orientation program; usually one session is held in June, one in July, one just before the beginning of the fall semester, and one in January for all new students entering the university for the spring semester. Part-time students are invited to take part in a special session for new part-time students held before each semester begins. During the orientation sessions new students are introduced to the university; meet John Carroll students, faculty, and administrators; take part in appropriate placement testing; receive academic advisement; and register for courses in the upcoming semester. Information on the New Student Orientation program is mailed to students in sufficient time to enable them to choose an appropriate session. Full-time freshmen and transfer students are not permitted to register for courses prior to the orientation sessions.

Although students are urged to make full use of the help that can be provided by academic advisors, they are expected to read and understand this *Bulletin* and to accept ultimate responsibility for the decisions they make. In no case will a degree requirement be waived or an exception granted because students plead ignorance of regulations or assert that they were not informed of them by the advisor or other authority.

Academic Advisors

All students have, from the beginning of freshman year, an assigned faculty advisor whom they should consult regularly about curriculum planning, course registration, and other academic decisions. Freshmen and sophomores meet twice a semester with their faculty advisor to discuss academic planning and scheduling. Near the end of the sophomore year, students declare a major program and are then reassigned to a faculty advisor representing their major field of study. The Academic Advising Center coordinates advisor assignments for freshmen and sophomores as well as declaration procedures.

Registration

For freshmen and transfer students registration is carried out as part of the orientation program. For students currently attending John Carroll, early registration for the following semester begins approximately six weeks prior to the close of the fall and spring semesters.

Students may not register late (i.e., once the term has started) without permission from the appropriate dean, and then only for serious reasons and upon payment of a late registration fee. Students will not be given permission to register or enter classes after one calendar week from the formal beginning of the semester.

Registration Changes. Changes in enrollment or registration after initial registration for classes will be permitted only through the formal procedure prescribed by the Registrar's Office. This applies to courses added, dropped, or changed. No courses may be added after the first week of class.

Withdrawal from a course or change from credit to audit status may be made up to a date specified each semester by the college or school concerned. **Change of registration status will not be permitted during the last two weeks of class.** Freshmen should note the special provisions under "Withdrawal Regulations" (see page 109).