REGISTRATION

Students should meet with an advisor and register for classes using STARS online through www.RhodesState.edu. Registration dates are posted throughout campus and online.

Classes are scheduled to accommodate both full- and part-time students. The class schedule generally operates between 7 a.m. and 10:30 p.m. The fall and spring operate on a 16-week semester with a first 8-week and a second 8-week term. The summer may be offered in a five-, eight-, ten-, or twelve-week format.

Maximum Credit Hours

The maximum hours for which a student may register during any term are:

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<tr>
<th>Semester</th>
<th>Maximum Hours</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>21</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>21</td>
</tr>
<tr>
<td>Summer Term</td>
<td>15</td>
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</tbody>
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If at any point during the semester or term the total registered credit hours exceed the maximum then the student must receive approval of the dean or chair of the specified program. In the case of students in General Education, General Prep, or Undeclared the approval of the Director of Advising is required.

Leaving the College after Registering

A student who registers for classes, but decides not to attend the College, must officially withdraw by dropping their classes. Failure to officially withdraw may result in being awarded a failing grade in all courses and the requirement to pay all assessed tuition and fees, even though the student has actually left the College.

Orientation

Incoming students must meet with an academic advisor before registering for classes. Students can fulfill this requirement by attending orientation. Orientation programs are held prior to the start of each semester and are designed to introduce students to success strategies, college personnel, facilities, registration procedures, and requirements for their academic program.

Specific dates and times of orientation sessions will be posted on the Rhodes State website. Orientation information will be mailed to students after they submit their application to the College has been processed. Students should register for their preferred orientation date via the website or by calling the Office of Advising.

Students entering Health Sciences programs are required to attend a program orientation as a part of the qualification process for entry into their specific program.

Transfer students are not required to attend an orientation but are encouraged to do so. However, transfer students must meet individually with an academic advisor prior to their first registration.

Advising

Students, upon acceptance into the College, are assigned an academic advisor in the Office of Advising. The advisor assists students in understanding their program requirements, identifying course prerequisites, selecting appropriate coursework, learning about school policies and procedures, utilizing the campus online system for registration and introducing other student supports. Advisors can also provide assistance in areas such as undecided student advising and issues related to academic success. Once a student accumulates 30 credit hours or has entered his/her specific allied health or nursing program, a faculty advisor will be assigned.

Auditing

A student may register for and attend courses as an audit. The student will pay the regular tuition rate per semester hour and will be held responsible for the classroom assignments and/or for attendance but will not be required to take examinations. Students who satisfactorily complete audited courses will receive an "R" on their transcript. If classroom assignments and/or attendance do not meet the approval of the instructor, the student will receive a grade of "U".

No credit is received for an audit, and therefore the course will not apply toward the fulfillment of graduation requirements. Students may change from credit to audit by completing a petition, available in the Office of Advising prior to the 11th Friday of the semester.

Students wishing to audit a course may enroll on a space-available basis, with priority of entrance given to credit students.

Note: Students must meet with the Financial Aid Office prior to auditing a course as there may be financial implications to auditing a class.

Credit for Prior Learning

Students may have acquired learning outside the traditional college classroom through past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences. Credit for Prior Learning allows a student to demonstrate this knowledge and potentially earn academic credit for it. Methods for evaluating prior learning include Credit by Examination; Credit for Experience; and Credit for Non-Academic Learning. A student interested in credit for prior learning should work with his/her advisor or Division Dean.

Credit by Examination

Credit by examination enables students with previous education or self-study to receive credit for courses. Credit for a maximum of ten (10) semester hours may be earned in this way. A fee of $25 per credit hour is assessed for each examination taken. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. Students may not receive credit by examination for courses they have failed and these examinations cannot be taken during the semester of the student's graduation.

The examinations will be comprehensive enough to represent the content of a course just as it is presented to a regular student. Upon completion of the exam, the results will be reviewed by the Division Dean. If the results indicate sufficient mastery of the course material, the Division Dean will recommend that credits earned by examination become part of the student's permanent record. Students may submit standardized examination scores for CLEP PEP and Advanced Placement Program from the College Examination Board for evaluation of credit. Other national or standardized examinations may also be considered.
Transfer credit may be awarded for equivalent general studies courses accepted for credit by examination by an accredited institution of higher education. At the discretion of the Division Dean transfer credit may be awarded for technical and basic-related studies courses accepted for credit by examination by an accredited institution of higher education.

Credit for Experience
Credit for experience enables students with previous experience in a subject matter in a non-traditional matter to receive credit. The Division Dean of Chair evaluate the documentation provided by the student which demonstrates competency in the subject. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. No more than ten (10) semester hours may be earned in this way. A fee of $25 per credit hour is assessed for each credit hour awarded. Students may not receive credit for experience during the semester of the student’s graduation.

Credit for Non-Academic Learning
Credit for non-academic learning enables students with previous experience in a subject matter through a non-academic training program to receive credit. The Division Dean of Chair evaluate the documentation provided by the student which demonstrates competency in the subject. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. No more than ten (10) semester hours may be earned in this way. A fee of $25 per credit hour is assessed for each credit hour awarded. Students may not receive credit for experience during the semester of the student’s graduation.

Information Changes
Any changes of name (resulting from marriage or court action), address, or phone information must be promptly reported to the college. Address and phone information may be updated via STARS Online or in the Office of Advising. Name changes require appropriate legal documentation. Failure to report a change in this information may result in cancellation of registration or financial aid.

Adding/Dropping Courses
During the first week of classes, students may add new courses to their schedule by processing a drop/add form in the Office of Advising. If the class has already met, a Dean’s approval is required.

Students who wish to drop/withdraw from a course should discuss doing so with their advisor and with financial aid. If, after these conferences, students still wish to drop/withdraw, they should proceed based on the following schedule. (This schedule may vary depending on the length of the term selected.):

1. Students who desire to withdraw from one or more of their courses should obtain a drop/add form from the Office of Advising, complete it and return it to the Office for processing. Please note that withdrawing a course does not guarantee a refund of tuition and fees.

2. Students who withdraw from one or more courses after the 15th day of a semester must obtain the signature of the course instructor(s) on the drop/add form.

3. Before 5 p.m. of the 6th Friday of a semester, students may withdraw from one or more courses or from all courses and no grade will be entered on their official permanent record.

4. Between 5 p.m. of the 6th Friday and 5 p.m. of the 11th Friday of the semester, students may withdraw from one or more courses or from all courses with the grade of “W” noted on their official permanent record.

5. Students normally are not permitted to withdraw after the 11th Friday of a semester. If a student finds it necessary to withdraw from one or more courses after 5 p.m. of the 11th Friday because of extenuating and documented circumstances (illness or some other unavoidable event), he/she must file a withdraw petition. Withdraw petitions may be obtained from the Office of Advising. Students will remain enrolled in courses until the withdraw petition is signed by the Vice President for Academic Affairs and recorded by the Records Office. Therefore, students should continue attending any course(s) in which he/she is enrolled until such time that the petition is approved or denied by the Vice President of Academic Affairs. A faculty member’s signature does not constitute approval of the petition. Without extenuating circumstances, the petition may be denied by the Vice President for Academic Affairs. Upon approval of the petition, the Records Office will enter the grade of “WP” (withdraw passing) or “WF” (withdraw failing) as indicated by the course instructor on the student’s official permanent record.

6. Withdrawing from a course during final examination week is not permitted. Students should discuss their circumstances with the instructor who may elect to issue an incomplete “I” grade. An “I” indicates that the work of the student in the course is qualitatively satisfactory, but that for legitimate reasons a small fraction remains to be completed. For more information on incomplete grades please see the section titled “Grading and Credit System.” Students continue to be enrolled in the course and are expected to complete the remaining assignments until such time the instructor agrees to issue an incomplete grade of “I.” Only under the most extenuating and documented circumstances will the Vice President for Academic Affairs approve a withdraw petition once the semester has ended and grades have been posted to the student’s permanent record.

7. Withdraw petitions submitted after a semester has ended will not be considered unless extenuating and documented circumstances are present and the petition is received no later than the Friday of the 9th week of the following term.

8. A student who ceases to attend a course without following the withdraw procedure prescribed may receive a failing grade for the course and may forfeit all fees paid.

Reinstatement to the College Following Academic Dismissal
Students who have been academically dismissed from the College may, after one semester of separation, petition the Vice President for Academic Affairs for readmission. Petitions must be received in the Office of the Vice President for Academic Affairs at least two weeks prior to the start of the expected semester of return. Students wishing to be reinstated must meet with an advisor in the Office of Advising to determine the best course of action.

Immediately following academic dismissal, a student may change majors and apply for immediate readmission in accordance with the Program Change with Grade Point Adjustment. The Program Change with Grade Point Adjustment may be exercised only once at Rhodes State and the student’s advisor will assist in completing the major change process and scheduling classes.