

# REGISTRATION

Students should meet with their faculty advisor prior to registration each semester. 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 7:00 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 an 8- or 10-week format.

## Maximum Credit Hours

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

Fall Semester	21
Spring Semester	21
Summer Term	15

If, at any point during the semester or term, the total registered credit hours exceed the maximum, then the student must receive written approval from the chair of the specified program. For students who are in General Education, General Prep, or Undeclared programs, the approval of the Dean of Student Affairs 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 via STARS or by completing an add/drop form with their advisor. **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.**

### Advising

Students, upon acceptance into the College, are assigned a faculty advisor based on their major. The faculty advisor assists students in understanding their program requirements, identifying course prerequisites, selecting appropriate coursework, learning about school policies and procedures, and introducing other student supports. Staff Advisors provide assistance to undecided students, students being reinstated after academic dismissal, and other special populations.

## 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 from their faculty advisor 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. Students interested in credit for prior learning should work with their faculty 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 or Chair evaluates 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 or Chair evaluates 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. Name changes require appropriate legal documentation. Failure to report a change in this information may result in the 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 must discuss doing so with their advisor and are encouraged to meet 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 will process a Registration Action form with their advisor or success navigator. **Please note that withdrawing from a course does not guarantee a refund of tuition and fees.**
2. Before 5 p.m. on 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.
3. Before 5 p.m. on 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. 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. on the 11th Friday because of extenuating and documented circumstances (illness or some other unavoidable event), he/she must file a Petition to Withdraw. The required forms may be obtained from the Office of Advising. Students will remain enrolled in courses until the withdrawal petition is signed by the Senior Vice President for Academic Affairs and recorded by the Records Office. Therefore, the student should continue attending any course(s) in which he/she is enrolled until such time that the petition is approved or denied by the Senior 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 Senior Vice President for Academic Affairs. Upon approval of the petition, the Records Office will enter the grade of "WP" (withdrew passing) or "WF" (withdrew failing) as indicated by the course instructor on the student's 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. on the 11th Friday because of extenuating and documented circumstances (illness or some other unavoidable event), he/she must file a withdrawal petition. Withdrawal petitions may be obtained from the Office of Advising. Students will remain enrolled in courses until the withdrawal petition is signed by the Senior 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 Senior 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 Senior Vice President for Academic Affairs. Upon approval of the petition, the Records Office will enter the grade of "WP" (withdrew passing) or "WF" (withdrew 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 Senior Vice President for Academic Affairs approve a withdrawal 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 withdrawal procedure prescribed may receive a failing grade for the course and may forfeit all fees paid.

## Readmission to the College Following Academic Dismissal

Students who have been academically dismissed from the College may, after one semester of separation, may petition to be readmitted to the College. Petitions must be received in the Office of Academic Advising at least three 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.

### Getting Started & Next Steps:

1. Meet with the Office of Financial Aid and the Business Office to discuss how you will pay for your first two semesters if readmitted.
  - a. [FinAid@RhodesState.edu](mailto:FinAid@RhodesState.edu) or 419-995-8802
  - b. [Cashier@RhodesState.edu](mailto:Cashier@RhodesState.edu) or 419-995-8473
2. Schedule an appointment with your Staff Advisor to discuss an Academic Recovery Plan, Degree Plan, and the Academic Readmission process.
  - a. Contact [Advising@RhodesState.edu](mailto:Advising@RhodesState.edu) or 419-995-8400 to schedule.
3. Be prepared to discuss the below questions in your Advising appointment.
  - a. Why do you feel you were unsuccessful in the past?
  - b. If approved to return to Rhodes State, how do you plan to be successful in the pursuit of your Degree or Certificate?
  - c. What steps will you take to ensure this?

### Fresh Start Grade Point Average (GPA) Adjustment

After an absence of six semesters (2 years), readmission to the College, and successfully completing six credit hours with a 2.0 or higher GPA, a student may apply for a Fresh Start GPA Adjustment. The Fresh Start

option is designed to help students return to good academic standing by excluding the grades of C-, D+, D, and E from their cumulative GPA. Students who have been academically dismissed or have left the College with a cumulative GPA below 2.0 are eligible.

To petition for Fresh Start, a student must:

1. not have enrolled at the College for two or more years (6 academic terms including summer).
2. have a poor academic record demonstrated by a cumulative GPA of less than 2.0, be on academic warning/probation, or have been academically reinstated after dismissal.
3. have earned a semester GPA of 2.0 or higher in six or more credit hours completed after their return to the College.
4. be enrolled at the College during the semester in which the petition is filed.
5. be paid in full for any outstanding balance of tuition and fees.

#### **Guidelines**

1. This adjustment does not apply to courses counted toward a previous degree/certificate.
2. The original record of each course, including the associated grade, remains on the official transcript.
3. Students may only petition for a GPA adjustment once during their enrollment at Rhodes State College. A student receiving a GPA Adjustment with Major Change is ineligible for a Fresh Start GPA Adjustment.
4. Students must complete a Fresh Start GPA Adjustment petition and a degree plan with the assistance of a Staff Advisor.
5. A student receiving a Fresh Start GPA Adjustment is ineligible for a GPA Adjustment after Major Change.
6. The Fresh Start GPA Adjustment is independent of financial aid regulations. Federal, state and institutional financial aid requirements will apply. Billing and debt requirements associated with previous enrollment are not intended to be resolved with the granting of a Fresh Start GPA Adjustment. Therefore, a Fresh Start GPA Adjustment applicant should consult the Office of Financial Aid for guidance regarding federal, state, and institutional financial aid programs and the Business Office for the outstanding balance, billing, and payment plan information.