**IMPORTANT POLICIES**

**Intent to Enroll and New Student Orientation**

http://www.uakron.edu/nso/
Phone – 330-972-2622
Email – orientation@uakron.edu

The University of Akron requires students to submit a University Confirmation fee, indicating their acceptance of the University’s offer of Admission. When the Confirmation fee is received, students are emailed their advising and registration information. This email includes their assigned dates to attend New Student Orientation: Advising & Registration, a full-day program where they meet with their academic advisors and register for classes. They also receive full student access to UA’s online services, where they can view their class schedules, financial information, grades, and more.

All new freshmen, transfer students and students enrolled in the College Credit Plus program are required to attend an orientation program prior to registering for classes at The University of Akron. Orientation is conducted as a one-day program and is intended to ensure a smooth transition to the University. Content includes information about academic policies and procedures, registration and financial responsibility, and campus involvement. The weekend before classes begin, all incoming freshmen are also encouraged to attend New Roo Weekend for a chance to meet the rest of the incoming class, find out about campus involvement opportunities, and kick off their Akron Experience.

Multiple orientation sessions are available prior to each term and are filled on a first come, first served basis. Students should attend orientation as soon as possible to ensure the best selection of classes.

**Academic Advising**

New students are required to meet with academic advisors upon initial entry to the University and throughout the first year. Thereafter, academic advisors continue to serve as a resource for students to discuss degree requirements, career goals, major choice, course selection and other academic concerns.

**Registration**

Each term it is necessary for a student to select courses, formally register for those courses, and pay the appropriate tuition and fees. The student must register online via My Akron (http://my.uakron.edu).

**Student Enrollment Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Undergraduate Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more hours</td>
</tr>
<tr>
<td>Three Quarter-time</td>
<td>9-11.99 hours</td>
</tr>
<tr>
<td>Half-time*</td>
<td>6-8.99 hours</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>0.5-5.99 hours</td>
</tr>
</tbody>
</table>

* For undergraduate aid award determination purposes, a three-quarter time student is registered for 9 - 11.99 credit hours.

Courses from which a student withdraws and receives a grade of 'WD' will not count in enrolled hours when determining a student’s enrollment status.

Students are strongly encouraged to contact their lenders to determine continued eligibility for loan deferments before taking an action that will impact their enrollment status.

**Level Status**

The level status of each student is dependent upon the number of credit hours earned. The University identifies the following levels:

<table>
<thead>
<tr>
<th>Will be Designated</th>
<th>If the Overall Credits Earned Are</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>90 credit hours or higher</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89.99 credit hours earned</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59.99 credit hours earned</td>
</tr>
<tr>
<td>Freshman</td>
<td>0-29.99 credit hours earned</td>
</tr>
</tbody>
</table>

**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 in the current term by the instructor if absence is repeated and the instructor recommends this action; a student can gain re-admission 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.

**Student Schedules**

**Adding Courses**

A student must register for a course in person before the end of the fifth day of a fall or spring term or online via My Akron (http://my.uakron.edu) by the end of the first week of the fall or spring term. Additions to the student’s official schedule may be made through the end of the 14th calendar day, only with the permission of the student’s advisor, instructor and dean or the dean’s designee. Students who have not registered by this deadline may not attend classes or receive credit for the course. This deadline applies to all regular 15-week courses offered in the fall and spring semesters. For all other courses, such as those in intersessions or those which are flexibly scheduled, courses must be added, with appropriate permission, by the date when 20% of the course has been completed. Details regarding Summer session information may be found via My Akron (http://my.uakron.edu).

**Withdrawal Policy**

Students may drop a course through the second week (14th calendar day) of a semester or proportionally equivalent dates during summer session, intersession, and other course terms. No record of the course will appear on the student’s transcript. For purposes of this policy, the course term for a course that meets during a semester but begins after the beginning of a semester and/or ends before the end of a semester begins when its class meetings begin and ends when its class meetings end. After the 14-day drop period, and subject to the limitations below, students may withdraw from a course through the seventh week (49th calendar day) of a semester or proportionally equivalent dates during summer session, intersession, or other course terms. A course withdrawal will be indicated on the student’s official academic record by a grade of “WD.”

**Withdrawing from courses – applicable to undergraduate students only:**

1. Undergraduate students may not withdraw from the same course more than twice. If a student attempts to withdraw from a course after having withdrawn from it twice before, he or she will continue
Important Policies

2. Full-time undergraduate students who need to withdraw from all courses for extraordinary non-academic reasons (e.g., medical treatment or convalescence, military service) must obtain the permission of the dean of their college. For purposes of this paragraph:
   a. Students are considered full-time if they were enrolled as full-time students at the beginning of the term; and
   b. Courses for which the student has completed all requirements are excluded.

3. Undergraduate students who withdraw from two courses either before they have earned 30 credits, or after they have earned 60 credits, are not permitted to register for additional courses until they have consulted with their academic advisor. The purpose of this consultation is to discuss the reasons for the course withdrawals and to promote satisfactory academic progress by helping students develop strategies to complete their courses successfully.

4. Except as otherwise provided below, undergraduate students may not withdraw from more than four courses before they have earned 60 credits. Students who attempt to withdraw from more than four courses will continue to be enrolled in those courses and will receive grades at the end of the semester.

5. Undergraduate students who need to withdraw from all courses for extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service) may, after consulting with their advisor, submit a written petition to the dean of their college requesting that these courses not be counted toward the four-course withdrawal limit. The dean may grant this permission if, in the dean's judgment, it is consistent with the best academic interests of the student and the best interests of the University.

6. Undergraduate students who have reached the four-course withdrawal limit as noted above may, after consultation with their advisor, submit a written petition to the dean of their college seeking permission to withdraw from one or more additional courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by circumstances beyond the student’s control and is consistent with the best academic interests of the student and the best interests of the University.

7. Withdrawing from a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the Student Code of Conduct.

8. Degree granting colleges may supplement this policy with more stringent requirements.