

Undergraduate | Enrollment & Registration

- X O

Scope: Who is Covered by this Policy?

8 Q G H U J U D G X D W H 6 W X G H Q W V

Policy

Credit Hour Loads

\$ I X O O W L P H X Q G H U J U D G X D W H 6 W X G H Q W V
O H D V W F U H G L W K R W W D I Q G F D G D H O D F E G W X E I M U H F O H W R U H J X
D Q G I H H V J R Y H U Q L Q 8 Q L Y J K U O D L W D L D V P L G H Q D V G X S W K O V W W G H Q V
E H D F W L Y H O \ H Q U R O H O H R G U L W H U R H R H W D K V R X O H D R W D F D G H H P L F Z
D V H P H V W H U 6 W X G H Q W V R D U B J V G U V R C H F O G Q W D F D V Q G K L O L X O D Q
D J H Q W V W R G H W H U P I L E L H E W Q W L Q X H R G H G E V X U P D Q E W V F B Y H U D
E H I R U H W D N L Q J Z I Q O D F F K L D R Q J H V M D K M L U W G U R H O V O P M Q V Q V X D V O X

\$ S D U W W L P H X Q G H U J U D G X D W H 6 W X G H Q W V
V H P H V W H U R U W H U B H Q X V W I E H I D U G H R U I B R P V K E V R R P X W H H U K R F

7 K H P D [L P X P F U H G W W R K R D Q X Q P G H U J U D G X D W H 6 W X G H Q W V
W D N H Q D W D O O O B G D W H L B Q L W R I D Q L G H E V H G L P W W K R G U W R L Q D I D C
V S U L Q J V H P H V W H U O L K P L W U I R G L W X R R H U G W M U K R X U V I R U W K H
Z H H N V X P P H U V S U I R Q W V D F O U G H G L W F U K H G H M I R R X B Y H S H O D S B L Q J

VSULQWV 7KH FUGW WHKZLXQWCHLP WVA NR VLVS VFWXGHLOW ZKR Z
WR H[FHHG WKH PD[L PXL P IFW M GPLXW VK RREUMDRLO VS KIHU PDLVDGLRRQL F
GHDQ RI WKH VWXGHQW TV DFDGHPLF GLYLVLRR

)XOO WLPH HQUROQP HQWL EDWL W (XU RSKHO Q J& HDQVHRUGXS ULQJ
VHPHVWHU LV FUHLGL SUIRR XDP UXSOLQWHS SQUIRXPZHU WHU
VRPH FDVHV DQG DVVRH UD SSSUDRF B VWXGHQWNG PDR EHU SSI UPHLO
FUHGLW KRXUV WKRZLJKQV WHEHI OFRIS WU RVX RRP HZU QWHUP

Academic Advising

Assignment to Advisors

\$GYLVRU DVVLJQPH GWR RQDO OE HFULW QIG WDXG \$GWLVRUV DUH
DVVLJQHG EDVHG XSRRQ SXWW KGB QW PQG PDMRU

Function of the Academic Advisor

'LYLVLRRQDO DQG IDFK QMVS BQVVRM IRU SURYLG LQJ

Registration Procedures

\$IWHU FRQIHUULQJRZLWKHDQHDGMYLWIRHQVRM XFRXQW HFR PSHWH
UHJLVWUDWLRQ WKUREXVSDPQWURHEBHQV,VDUHWXVWUDWL
FDQFHOOHG IRU QRQSDWPXHQWQ&EW HTOXHQWXLUFHQWUXVWL
IHHV GXULQJWIKHHWWXUPHQWVWDHUU E\ UDXSEFULRSMILQJWHO\ VLJQ
FKDQJH RI VFKHG XOHHRGUPRSD\$OVOKH12LWXWRDORRZQ SHFUFLHQ
EDVHG GHDGOLQHV 'HDG

RU SURJUDPV PD\ FKR RWKHWRW SSIQRYO FWRL RQ LQ SGEWLRRI
FRXUVH LQVWUXFWRU

Dropping a Course

'URSSLQJ D FRXUVH QV VDWIURDVP DYOH DSGUPLF B G X Q J WFRH DWOMH Q G
LV QRW WKH VDPHF B X UG/UHR S Q GQG RDH V Q RRU Y B Q G QFFLDG H P L F
UHVSQRVLELQW\ 6 W X F R H Q W M B X U G H R S X I O I W H U V P W B U R I
VHPHVWHU RU WHUP H Q L G V F O Q G L K R O Z L H G W Z R R G D W K R I I D Q V W S U L
SDUW RI VHPHVWHU RU WHUP LQFO

\$ I W H U S H U F H Q W L V R F R V K S H O F R V X H U V D H V O R X G J H I Q W G B B ' S O D R

VXEVHTXHQW VHPHVWHEUVFBDQFWHQUOPMG PDKSHWWWGRQWRIE\ ,QWHUGLYLVLRQDGY&R/RRL/WWWRIHUHRTX\$RMVDFFKQVQLJGHUQWKLRCRU UHFRUG LIWKH SMWHV/LRXQLQJVVWKEBLDHLGHJEDPSQLQDDQFFL DHDU

Change of Major

\$ VWXGHQW PD\ LQLWULDPWRIQDHVDU DGMFKFHGGLYLVEBQLRMI\ WR D E\ REWDLQLQJ DGLIYLLVLRQDQYLVQHGKBI\ WVKXGSEWQVR\$UHVHCG GLYLVLVRQ DQG E\ WFKH SMHDOQ FGLWIKVHLOBO WKKHQIRHJRZLLZDUGH WKH 2IILFH RIWKHV8QLDYUEV LWWKH5EDJFHSWLQJ GLYLVLR

\$ VWXGHQW PD\ FKDQRIU IDLV DRQ\ KHLUPHDKWVHQJ WKKH WVKXGHG VKRXOG FRQWDFW WKLHQGLYLLVLRQRDQVLEFKYKDMRWVLIQHZZLVKHV GHFODUH WR LGMVDIQGVRQISURFVHLJQDMMXURIQDOHFIDPSXV VWXGHQW VKRXOG VQLZWVWKWMMKMKDQYBLVREBU RKHLFJHHRVSHFWL FDPSXV

Proficiency Examinations

6XFFHVVI XOFRPSOHLWLRQFRIHVDFLSDVDFDQJHPIVFXGWHVGLQV HD DW 0LDP 8QLYHUVLVRE VDLXG HQWGLMDQ\ VXDMEHQDWDLRQDV LQ ZKLFK WKH\ DGYH XDVGH SUHSDUDWLRQ I6FLXGDFQMYDPDQDMD GXULQJ DQ\ VHPHVWLFUKRUKMHDJPHLEQZKZROJHNGRIURISUFRYKLGHG KDYH EHHQ DFFHSW MGLQRWKHQURQDQVHJLWVWQGHZGOREEH DSSURYHG IRU VXFQDQKHJDVFXGDFQV GPXSDUWDPWQW\WKKHW K VKH KDV D UHDVRQDEOH FKDQFH RISRQVQDULHWJL3UHQZLFLM DSSURYDO RIWKH DQSDWVPHGQWQKQDLWKHFGLWIKMLRQXUVH L RIIHUG)LQDO DSSQVSYUDROLWIRHVDNHLDYHLQEWWRQIDVDFGHPL GHSDUWPHQW LQ ZKLVKWKXJ KXEMDFKPDFOVGHFLVHGJHPSLQHW ZKHWKHU RUQRW SUDRWLRLHQPDHEDPMDVNHVQDQGLLVVUFRXS RQV IRU SUHSDULQJ DGRUQQVWDHQG QJHSRURWLVQJHWKHHLJDFLXQDWL

&UHGLW LQWKH DPEZKQWLQDUPRXQVHDVXFEFBIQWIKGORFRPSC HJDPLQDWLRQV 3UGDLVFLRQV\PHD\DERWPHQXVBIQWRXGYHVOHUQ IRU RU YDOLGDWHHDFFHSHSGLHVG W3UDRQIMRQMQFFD\HQBRMLQBIKXVHG YDOLGDWH RWKHSVWIDVHDXQFDJHGLW HJXGDFVFWKGLWVHGHGQWWIL PD\ EHVRYDOLGDWHIGF\TKBIPSLQRIWE RQHVCKDDVODQRRWDQM RI FLUFXPYHQWLQJ DQ\ IDFQGHPLV DWHXFOKDMJHLQDRVLRVKHQDQG LQFOXGH VIKHLWLKRWUFLUI SDVVHG DGGHGLRQDHD FKHVGDGLVH

FUHGLW KR XU & UHGLSW RHID BQHIGFE HVYDNLQDWW RQM GE\ DQ
DFDGHPLF GHSDUWP HFOW GLWWDUDG IZWHOR QDQFOW KEH DFRPLQW LE O
RI QRQWUDIGG LML RQDGO ZLDFOX QIRWHEHLEDR LCHWJ D D GUDJH 3RV
SURILFLHQF\ H[BELQDZL LORQ QFRW EH UHPRYHG

Credit/No-Credit Courses

Credit/No-Credit Courses

:DUQLQJ 1DWLRQZLHG MKRVZ QGW KD VK DFY BIGHW RQ FRXHG DWD.GH F
UHFRUG PD\ EH D QG JHDYDLOYXD MDEFACR BRQ RR U DSSOV FDRVQ RU
HPSOR\PHQW E\ PRVWF SKURRQW VORQ D O EIGE BQQ HUB V X DWH
VFKRROV DQG E\ VRPH HPSOR\HUV DQGHXHQGURJOD G X DRUH V
FRXUVHV RQ D FUHGLWF RQVE GHGLZK BMDVM H HFSVR Q WRXDA FDUH
JRDOV

6WXGHQWV VKRXOGFRREIVXGHSZLLWPKH WWHH OUDGHS D H W RHQW F
ZLWK UHJDUG WR TXJWRLRQXUSHIUWDDORQ P D F E H G W D N Q R F U
EDVLV

\$OO VWXGHQWV QRW LRRQ DPFDA GUHPJLLV S UHRG IEMF BRIGW WHQR FUH
EDVLV H[FHSW DV QIREVCHG VEHXORZQ W OLP BR XIQVHR BQ IDQFD HGL
FUHGLW EDVLV H[FHVSGL QJR FRXHUW HGV S DRJQVPHQWU DLMIORGQ RD Q C
PDMRU UHTXLUHPHQFRX D QIGV VDKH WR R H H R D R E B I Q L Y H U R S W D Q
& HQWHU +RZHYHU GHSIDJLWPLHQV G RD D R G FFDQWRUD WLRQ
UHTXLUHPHQWV WKD V F UFDGL W H I P H W ZHSVFKIJILVHG UFRXLRQ LQ D
RQ D FUHGLW QR FWHHG LMK HE DSVLMP UVMXRLQ FRU W[KHH S Q VLQ O L D
FRXUVHV

1R PRUH WKDQ SWB FHDOWF B H G/KM KRXUSQ H Y H W H L G W D W D O L E H
HDUQHG LQ FRXUVH W W Q R N I F Q H R G Q W E D W D G W H J W I H W K R H Q R P U F R X
RQ D FUHGLW QR FGLHGL W KE D V D U V H S B R Q D X H G U H R Q W O \ K H R Q W V I R
JUDGHV 'XULQJ WKHHWXKPPHQ PVDH WPH JLUHWHRQI DUFBRXGULW QR
FUHGLW EDVLV SURYQLFGLLQJH V Q W H O \ D I O H R B O W B U R K R X R X U I R U
JUDGHV ,I DW D Q H W L P P H G W H I L Q J D W O R B H Q W R Q U R S I R U E H J U D G
IRXU KRXUV IRU WKHWK M P P U H U G L M U P P R O V D W X W U Z P R Y H G & R X U
RIIHUHGRQO\ RQH D L F W H E D L W V Q B U F U Q R S W R I D R W H R V H I G X I Q Q R G V D
VHQLRUV PD\ UHJL P W H H F R X U R Q H V R S U H F V H B H W W Q R J F R Q H G L W E
6WXGHQWV P D O Q R Q W D H G U R V G I E V D Q L R V F L W H G Q Q F Z R X L F K W K H \

KDYH SUHYLRXVO\ \$ DUVXGH QWHFDWQRJVD GHQWRODQIRFRXUVH
ZKLFK WKH\ KDYH WHFRQYHGUPHGHWLQRJFHGLW, EDVQV EHV

Permission To Take a Class at Another Miami University Campus

6WXGHQWV DGPLWVWGLWR 5HLJLRQ DOVYVPH UD SXSDO \WRH ERFDW
EH SHUPLWWHG WR IRUJGLFWXIVHRZLDKQZQVXCOHDDWLV HD JUDGH
DYHUDJH DQ DFFHSWRUEGO HD QRQDIXFHWUWDFU QLRXJU WR IOJUDDGH
OLDPL 8QLYHUVLVW\XIRVODZRHU DHQRV RSPERQWIDOO GBFYCHDVHV
&/ (3 \$3 DQG &ROOHVHF&HGGWW 3\$VX OMSULVJR QHIPHVVDHRJUPXV
FRPSOHWHG RQ D UHJLRQDO FDP SXV

:LQWHU WHUP JUDGHVXDWHLQRDWWSRUVWISUQQJ 7KHPUHVWHH EZL
WHUP GRHV QRW FRXQJWHVREZDWGRQ SUHLSHUPLV VLVQ [WFRUG
/LNHZLVH VSULQJVIDPHVQRHW SBDVHVXFPMLJOWCHWPHIEHWKQV
SURKLELWLQJ 5HJLRQDOURPPVVDWLVVXZPHRUVISULQWVHFODVVH
ZKLFK VWDUW WKH ILUVW GD\ RI 6XPPHU 7HUP

,Q DGGLWLRQ WR PXPHWXQDLWIKFDMLQRQSV 5M WLXRGHCOVFDPXVW
FRPSOHWH WKH VWHS/URIORFDHW URIQRW RVKHJSMWPHLVVQRRU
KDYH DFFHVV WR UHG LVODHW HRU ZKHVZLQOTKHUYHPULQWVG EV
VWDUW RI WKH DSSIRYLHQWVQIUEHFWRM RSHQDWRDQV DQG
5HJLRQDO 'LUHFWRVXRGHSGWLZLQKLGW DNRH DHOZFBWGI RQDVV
H[FHSWLRQV WR WKHPXIVWHFRQVDFHWQ W KGLZLVLRQDOPISXV FH
FRQVXOWDWRQ ZLHWKRWDQW WBSIXVMQVGLVLQJ RIILF

2[IRUG VWXGHQWV ZLWKILQFDVRSFKDQRJHVVHVWHV&ERDOWWKH
&+\$1*(2)&\$0386)250<R\HU5HFRUGVWR/RFDWH\$SSURSUL
)RUP&KDQJHRI&DPSXV)RUPIRU)DOO6HPHVWHU

Pathways Program Students

)LUVV\HDUVWXGHQWVHLQVWVH 3DLWRZHDVGPULRVWHDQWR WKH
5HJLRQDOV EXW ZLQDQIEYHPXQVLRQHWZKHQ3DDKQZDHDVILQLQJ
&RPPXQLW\IRUIDOOHVQURFODVHGUIXQDQVLPHVVLQLOWBPD FDMRU
WKH FUHGLWV DW WZD\SHJWRQBEQWVFDXWVWROVKH2QIRUG
FDP SXV XSRQ FRPSOHVVLRQIRHWWKHLUEHLOJFDQWLIRQ WIROVWXQ
ZLWK DW OHDVW DUDGF XPRLODWDYHHUEDQHI FRQDFFW SUWHFRUG
DIWHU HDUQLQJ DW JQHDVHG 0LDRXUSQRYHQUHMLVQ FRQOVH ZRU
LQFOXGLQJ GHYHORISPHQW\$O\$3DFQD&R3ONVHF&HGGWW :LG

WHUP FRXUVHV GR QRORFBXQWQWRZDORZUQJIR/SULQH MLQFH
DUH QRW SRVWKIG XQDLV BIWHKHWHPHVWHU

5HORFDWLRQ IRU 3DWKZDV VWXGHQWQ\IROVBEVLWKHHGDPH
RXWOLQHG LQ SRGLXQLOLHEUJDLUPXQGLRQ 37R 7DNH D &ODVV D
OLDPL 8QLYHUVLW\ &DPSXV

6WXGHQWV ZKR GR QRW FULHWHWKHIRUQSEHWRWDLWQRIGUPDQ
H[FHSWLRQ EDVHG RQ GRMFXPDQWDEJ FLUFXPVWDQFHV

Related Form(s)

\$GGLQJ 'URSSLQJ &RXUVHV

Additional Resources and Procedures Websites

OLDPL)RUPV

\$FDGHPLF &DOHQGDU

%XUVDU

2QH6WRS

OHGLFDO /HDYH RI \$EVHQFH

FAQ

1RW \$SSOLFDEOH

Policy Administration

Next Review Date

Responsible Officer

6HQLRU \$VVRFLDWH 5HJLVWUDU
*HQHUDO &RXQVHO

Legal Authority

1RW \$SSOLFDEOH

Compliance Policy

<HV

Revision History

\$PHQG HG -XO\ O\GLWH\$PHQG HG -XO\ PHQG HG -XO\

Reference ID

6WXGHQW +DQGERRN

Reviewing Bodies

\$GPLQLVWUDWLYH
OLDPL 8QLYHUVLW\ 6HQDWH

