



1. POLICY NAME: **ACADEMIC ADVISING/REGISTRATION**

2. POLICY CATEGORY: **GENERAL ACADEMIC POLICIES AND PROCEDURES**

3. POLICY STATEMENT:

Undergraduate Students

Students are advised by their assigned academic advisor housed in the Office of Student Affairs beginning their first term at AUD.

All undergraduate students (up to the completion of 90 credit hours), must receive advising and obtain authorization to register from their Academic Advisor. However, Engineering Students are advised and must obtain prior approval from their Academic Advisor throughout their residency at AUD. Moreover, students returning from suspension are to be advised and should receive prior approval from their assigned Academic Advisor throughout their residency at AUD, irrespective of the CGPA attained subsequent to their return from suspension.

With the exception of candidates in Engineering, upon completion of 90 credit hours, students no longer need to obtain an Advisor's approval in order to register.

Students are encouraged to maintain close contact with their Advisor during their time at AUD. Advisors provide them with information and perspective related to academic policy and concerns, specific course related problems/issues and other academic professionally related development. **However, because students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.**

Graduate Students

Graduate students should contact their Program Director for academic advising and approval of courses prior to registration.

Students are encouraged to maintain close contact with their Program Director during their time at AUD. Program Directors provide them with information and perspective related to academic policy and concerns, specific course related problems/issues and other academic matters. However, students are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing and are expected to assume responsibility for program planning and course selection. **Ultimately the responsibility for fulfilling degree requirements rests squarely with the student.**