## REGISTRATION AND SCHEDULE CHANGES

Course registration offered by the University is under the direct supervision of the Vice President for Academic Affairs. Complete instructions for registration are available on the web each term. The registration process is vital to the organization and structuring of the student’s program. The student is expected to participate in the process and check the courses for which he registers in an attentive and responsible manner. Any student adding a course to his schedule without authorized permission from his/her advisor or departmental chairperson in which he/she is majoring may lose credit for the course added.

Dates for regular registration, late registration, and schedule changes can be obtained from the academic calendar available on the web .. A late fee may be charged to late registrants. A student’s enrollment status is determined by the credit load he/she has paid for on the last day of registration. The student is responsible for attending the class(es) for which he/she officially registers.

## REQUIRED ATTENDANCE REGULATIONS: CLASS ATTENDANCE

Class attendance at Albany State University is compulsory. Students’ grades are based on daily class participation and performance. Teachers will not administer examinations and quizzes to students who have been absent from class for reasons other than official business of the University, sickness, or emergencies such as death in immediate family, jury duty, court summons, etc. When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme avoidable emergencies (e.g., death of family members, jury duty, etc.). The instructor will officially certify all excused absences.

## AUDITING COURSES FOR NONCREDIT

Students may register to audit a course with the permission of the instructor. Audited courses will not be counted as a part of the normal course load, and a grade of “V” will be awarded. Instructors may establish special conditions for students who audit their courses. Students must pay for audited courses at the same rate as regular courses. Students who wish to audit a course(s) must register as auditors and are not permitted to change from audit to credit or from credit to audit after the last day for late registration. A form to audit a course and instructions for processing the form must be obtained from the Office of Academic Services and Registrar prior to registration.