

REGISTRATION

Detailed instructions on registration procedures and payment of fees are found in each term's schedule bulletin which is available to all students in the Office of the Registrar and various administrative offices. A late registration period is available to the student who cannot participate in the scheduled registration period. However, late registration includes a \$50 late registration fee, and the student usually finds that making a satisfactory class schedule is more difficult.

SCHEDULE CHANGES

A student may add or drop courses within the first six class days in a semester or the first three class days of a summer session or bi-term. During a regular term a student may withdraw from a course through the eighth week of class and receive a grade of 'W'. During a bi-term or summer term, a student may withdraw from a course through the mid-point of class and receive a grade of "W". Refer to the schedule bulletin for the appropriate procedures and deadlines to drop, add or withdraw.

PROCEDURE FOR WITHDRAWAL

It is occasionally necessary for a student to completely withdraw from the University. In such cases the student should go to the Office of the Registrar to initiate the withdrawal procedures; *TopNet* may also be used to process withdrawal from the University. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the eighth week of the semester or the fourth week of a bi-term or comparable period during the summer session must consult with their instructors as to the withdrawal grade. The official date of the withdrawal is the date the written notice is received in the Office of the Registrar, or the date the withdrawal is processed by the student on *TopNet*. Students wishing to return to Western at a later date must submit an application for readmission.

TRANSCRIPTS

All transcripts released by the University are official and will be released at the written request of the student and in conformity with existing Kentucky statutes and the Family Education Rights and Privacy Act of 1974. The official academic record is the property of the University, and the University reserves the right to withhold the release of a transcript of that record if the student has an obligation to the University.

CLASS ATTENDANCE

Registration in a course obligates the student to be regular and punctual in class attendance. Students should make certain that their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see that the error is corrected in the Office of the Registrar. It is the individual instructor's responsibility to inform students, in writing, on the first day the class meets of the guidelines for implementing the instructor's attendance policy.

Students who cease attending class are expected to properly withdraw from the course. Withdrawal deadlines are published each semester in the schedule bulletin. Excessive absenteeism frequently contributes to poor academic achievement. An instructor who determines that a student's absenteeism is inconsistent with the instructor's stated policy should either counsel with the student or request the Academic Advising and Retention Center arrange a counseling session with the student. Excessive absenteeism may result in the instructor's dismissing the student from the class and recording a failing grade, unless the student officially withdraws from the class before the withdrawal deadline. If the student withdraws from the University after the end of the official withdrawal period, excessive absenteeism may be one of the considerations in the instructor's deciding whether circumstances justify a "W" or an "F" in the course. The normal appeal process is available to the student who wants to appeal the decision of the instructor. When a student is absent from class because of illness, death in the family, or other justifiable reasons, it is the student's responsibility to contact the instructor as soon as possible. The Academic Advising and Retention Center will notify instructors of absences for justifiable reason for students who contact that office and request this service prior to or during their period of absence. The telephone number for the Academic Advising and Retention Center is 745-5065.

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