

ADVISING CONTRACT

TO BE SIGNED BY THE STUDENT AND SUBMITTED WITH THE *Advisor Course Approval Form*

Students are responsible for proper course selection and for meeting the graduation requirements. When pre-registering, you must be aware of the following:

1. You must pre-register for courses which appear on the Advisor Course Approval Form ONLY. Make sure to select alternate courses should a first choice course be closed or cause an unavoidable time conflict. Any changes beyond what is listed on the Advisor Course Approval Form may result in dropping you from these courses, if necessary, to preserve the University's overall planning.
2. You are responsible for registering for the proper number of credits. 5 courses is the maximum number of courses allowed per semester with the following exceptions:
 - If you have achieved a cumulative GPA of 3.0 or above, you may register for a maximum of 6 courses. However, if by the end of the semester upon receiving the final grades, your CGPA drops down below 3.0 you will have to drop one course.
 - If you are on academic probation, you may not register for more than 4 courses (maximum 13 credit hours).
3. Registering beyond the maximum permissible number of courses may result in your schedule being revised by The Registrar's Office.
4. To pre-register for any course that needs a Placement Test (Arabic or French), you should submit to your advisor a stamped and signed placement form, as communicated by the Language Center Assistant (for French) or by the School of Humanities and Social Sciences Assistant (for Arabic). You will not be allowed to keep and apply towards your degree courses which do not correspond to your placement level.
5. The University reserves the right to change the class schedule, add and/or delete class offerings and to alter, add or cancel class sections in case of low enrollment and as university business may require.

**I HAVE READ THIS CONTRACT AND I UNDERSTAND THE IMPLICATIONS
OF NOT ABIDING BY THESE REGULATIONS.**

Student's Name

Student's Signature

Date

Leave this contract with your advisor