

ADVISING CONTRACT

TO BE SIGNED BY THE STUDENT AND SUBMITTED WITH THE ADVISOR APPROVAL FORM TO PRE-REGISTER

You are responsible for proper course selection and you are responsible to meet the graduation requirements. When pre-registering, you must be aware of the following items when you pre-register:

1. You must pre-register for courses selected from the Advisor's Approval Form ONLY. Make sure to select alternate courses should a first choice course be closed or causes an unavoidable time conflict. Alternate courses will allow you flexibility while pre-registering. Any changes beyond what is approved on the Advisor's Approval Form will result in dropping you from these courses.
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 drop down below 3.0 you will have to drop one course.
 - If you are on academic probation, you may not register for more than 12 credit hours.
 - The maximum number of courses you may register for in summer is 2 courses (up to 7 SCH).
3. Registering beyond the maximum permissible courses will result in revising of your schedule by The Registrar's Office.
4. To pre-register for any course that needs a Placement Test (Arabic or French) you should present to your advisor your correct level as submitted by the Language center (for French) or by the Arabic Coordinator (for Arabic). You will not be allowed to keep and validate 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 THE CONTENT OF THIS CONTRACT AND I UNDERSTAND THE
IMPLICATIONS OF IMPROPER REGISTRATION.**

Student Name

Student's Signature

Date

Keep the original of this form
Bring a copy to the Registrar's Office