## Required Advisor Approval for Registration Policy

Policy Number 3404 **Executive Responsibility** Provost Faculty Senate Functional Responsibility Registrar

Current

## 3404.1 Policy Statement

If you are required to have advisor approval, be sure to obtain this approval before you register, either online or in person. In the following cases, your advisor's approval is required before you register or add classes.

- · You are on probation.
- You are a student in University College and on directed
- You are majoring in music, theatre or pre-engineering.
- You are a first semester student in the MBA program.
- You are a graduate student in the Departments of Biomedical Sciences, Biological Sciences, Microbiology and Immunology, Physiology and Biophysics, or School of Professional Psychology.

If you do not fall into any of these categories, you do not need advisor approval before registration.

You will not be able to register through WINGS Express (within WINGS) for more than 20 hours if you are an undergraduate, or more than 16 hours if you are a graduate student. In these cases Proposed

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## 3404.1 Policy Statement

The following categories of students must obtain an advisor's approval before registering, whether online or in person.

- Students on academic probation
- Students on directed advising due to having had admissions-related deficiencies.
- Students in a dual-enrollment program, currently referred to as College Credit Plus.
- Students who are in the undergraduate/graduate overlapping component of a 4+1 program
- Students in any undergraduate or graduate program, preprogram or major that has a standing requirement for advisor preapproval for some or all of its students.

Program advisors will notify students whose program requires advisor approval. The requirement for advisor approval will also appear in a student's registration status online.

Any college, major or program may request that their students obtain advisor pre-approval (or may request removal from the list of programs requiring pre-approval) though the curricular approval process. Any new recommendation for such pre**Deleted:** If you are required to have advisor approval, be sure to

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approval must be reviewed and approved by a department or program (if applicable), a college curriculum committee, the dean or dean's designee of the college, the Faculty Senate
Undergraduate or Graduate Curriculum Committee, and the
Provost; in the case of graduate student registration, the Graduate School must approve.

Students will normally not be able to register for more than 20 hours of undergraduate credit, or more than 16 hours of graduate credit. Exceptions will only be granted with written permission of the advisor of record, and may require face-to-face registration.

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