

Registration Procedures for Students on Academic Probation

1. Clear all holds and/or restrictions by contacting the issuing department. **The RNR01/RNR03 restriction will remain while on probation, but your Academic Review Counselor will override the hold.**
2. Meet with your Major Academic Advisor for advisement and complete the Academic Review Advisement Record. **Be sure it is signed by an authorized school signer.**
3. Request any needed “D” clearances with the department offering the course.
4. Bring your Academic Review Advisement Record to meet with an Academic Review Counselor.
 - a. If you are registering for the first time this semester, you will need to complete a “Permit to Register” form, provided by your Academic Review Counselor.
 - b. If you are making schedule changes, you will need to complete a “Course Schedule Change Form.”

*An Academic Review Counselor will review your documents, advise you on your academic status, and then register you for your courses.

* After week one, students must receive faculty approval to register.