Department of Occupational Therapy
Policy 12.0. *Registration Requirements*

POLICY PURPOSE
To clarify the role of the graduate OT student in meeting pre-registration timelines and avoid late registration fees.

POLICY STATEMENT
Students must complete pre-registration requirements within the specified timelines.

PROCESS + PROCEDURES

1. Students must register for courses during the specified dates in the AU Academic Calendar.
2. All registration procedures and timelines are specified by the Registrar's Office. Students register using the POUNCE website. The POUNCE homepage is located at http://www.augusta.edu/registrar/registration.php. Students will be notified by the Registrar as to pre-registration timelines. It is the student's responsibility to comply with the requested information within the specified timelines. Failure to comply may result in additional fees or inability to enroll in the necessary courses. The Late Registration Policy and related fees or holds on registration are specified in the procedures designated by the Office of the Registrar: http://www.augusta.edu/registrar/holdsinfo.php.
3. Adding and Dropping Courses: Courses may be dropped or added according to institutional policy. Drop/Adds requires the permission of the instructor and the Program Director or Chair of the Department. Due to the lock-step nature of the MHSOT curriculum, if a student withdrawals from a course, progression is likely to be delayed until the following year when the course is offered again.
4. Courses may be dropped without penalty up to the specific midterm date established in the Registrar's academic calendar. Students dropping a course after the deadline will receive a WF (Withdraw Failing), except in cases of hardship as approved by the Chairperson and the Academic Dean. WF grades are calculated as F grades for grade point calculations.

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Policy Owner:	AU Department of Occupational Therapy

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