

COMPLETING THE COURSE REQUEST FORM

1. You may request any course listed in the schedule, including the evening courses, as long as you meet restrictions listed in the prerequisites/notes column (class standing, prerequisites, restricted to students in certain curriculum, etc.)
 - a) The notes column may indicate that permission of instructor (POI), permission of chairperson (POC), permission of director (POD), permission of academic coordinator (POAC), permission of Dean (PERM/CLAES DEAN or PERM/BUS DEAN) or permission of Math Skills Lab Director (PERM/MSL DIRECTOR) is required. Forms for POI, POC, AND POD courses are available in the Registrar's Office. Forms for POAC and permission of Dean courses are available in the academic deans' offices.
 - b) If a course is an Independent Research and Study or a Supervised Study, the permission form for those courses must also be submitted to the Registrar's Office. These forms are available in the academic deans' offices.
 - c) The notes column may also indicate those courses restricted for students of a certain class standing and/or major.
2. Decide on your primary and alternate choices and complete a time grid. The first character in the section number determines the time period a course meets. Please refer to "Explanation of Course Codes" for a complete description of the time periods.
3. Complete the course request form using either pencil or pen.
 - a) Complete your name, social security number, term, year, and status at the top of the form.
 - b) Beginning with primary and alternate on line 1, fill in each course number exactly as it appears in the course schedule. For example, course number ACC-220-RO would be written as:

<u>Subject</u>	<u>Course #</u>	<u>Section</u>	<u>Title</u>	<u>Credits</u>
ACC	220	RO	Prin. Managerial Acct.	3
 - c) If you will be course selecting on-line, fill in the 7-digit course synonym number found in the leftmost column of the course schedule. This will make using WebAdvisor faster when you are ready to enter your schedule on-line.
 - d) Complete the total number of credits requested for primary and alternate choices.
 - e) Obtain your advisor's approval before submitting your course request form to the Registrar's Office or course selecting on-line.

COURSE OFFERING ABBREVIATIONS

POI	=	Permission of Instructor
POC	=	Permission of Chairperson
POD	=	Permission of Program Director
POAC	=	Permission of Academic Coordinator
CLAES	=	College of Liberal Arts, Education and Sciences
CBA	=	College of Business Administration
CCS	=	College of Continuing Studies
FAR	=	Fine Arts
MSL	=	Math Skills Lab

**PERMISSION COURSE APPROVAL, INDEPENDENT RESEARCH AND STUDY,
SUPERVISED STUDY, OR INTERNSHIP COURSES**

Most courses are offered for a fixed number of credits and most courses do not require permission to schedule. The exceptions to these are listed below:

- a) Permission courses are offered for a fixed number of credits but require permission to schedule (indicated by a POI, POC, POD, or PERM/MSL DIRECTOR - in the prerequisites/notes column). Obtain the signatures needed on a "Permission Course Approval Form" and submit it with your course request form.
- b) POI courses may be selected on-line, once the faculty member has approved your request. Within 24 hours you will receive an e-mail from the Registrar's Office indicating that permission has been granted for this course and that you may now course select on-line. Please wait until you receive this confirmation before attempting to add this course to your schedule via WebAdvisor.
- c) All other types of permission courses are ineligible for on-line course selection. Please bring the required forms to the Registrar's office.
- d) Independent Research and Study, Supervised Study and Internship courses are offered for a range of credits (as indicated in the credits column in the course schedule) and require permission to schedule (indicated by a POC, POAC, PERM/CLAES DEAN or PERM/CBA DEAN - in the prerequisites/notes column). These types of courses are not eligible for on-line course selection.

FINANCIAL INFORMATION

If you're a full-time student (with 12 or more credits), the comprehensive fee covers up to 17 semester hours. You will be billed for every credit hour beyond 17 hours.

If you have part-time student status (11 or fewer credits), you will be charged by the credit up to 11 credits.

The fee for a non-credit course depends on the number of times the class meets.

If you receive financial aid from Federal Government programs, the Veterans or Social Security Administrations, the Civil Service Commission or a state scholarship, you must carry at least 12 credits to meet eligibility requirements for continued assistance. Further, your eligibility for other scholarships, loans and housing may be jeopardized if you register for a part-time load. Check with the Student Financial Services Office if you have questions about financial aid.

TAKING AN OVERLOAD

If you're a full-time undergraduate student, your comprehensive tuition fee permits you to select 12 - 17 semester hours a term.

Once you've passed 45 semester hours with a cumulative grade point average of at least 3.0, you can exceed the normal maximum load by paying an overload fee.

REPEATING COURSES

Students may be required to repeat a course. When a course is repeated, the first grade the student earned will remain on the permanent academic record; however, the latest grade will be used in computing the grade point average. If a required course is failed, the course must be repeated until a passing grade is received. A student does not have to repeat a failed elective, but must pass another acceptable elective of comparable credit in order to meet graduation requirements.

AUDITING

If you want to audit a course - attend the class without doing assignments or receiving a grade - (1) complete an add form just for the audit course; (2) get your academic dean's written approval on that form; (3) turn in the form at the Registrar's office during the first week of classes.

If you want to change from credit to audit status - or vice versa - in a course you already have, you can do so during the first week of classes. Your decision cannot be reversed after that period.

COURSE WITHDRAWALS

From the 11th to the 35th day of the fall and spring terms, you can withdraw from a course at your own discretion; you receive a "W."

For the next 20 days, with written consent of the instructor, you can withdraw from a course and receive a mark of "W."

During the last 10 days of the term, you can withdraw from a course and receive a mark of "W" only for validated reasons of physical or psychological incapacity.

NOTE: One-credit BED courses that run during only part of the semester have pro-rated withdrawal dates. Please contact the Registrar's office for these dates.

Withdrawal forms are available in the Registrar's office.

CHANGE OF MAJOR OR COLLEGE

If you want to change from one Rider major or college to another, consult the academic dean's office of the new major or college, and get all the necessary approvals. Changes of major take effect immediately; changes of college become effective at the end of the current semester. If you are changing your major or college, you will be allowed to request courses restricted to students in the new college or major only if the Registrar's office has received official written notification approving the change from the new major or college.

CREDIT FROM ANOTHER COLLEGE OR UNIVERSITY

With permission from your academic dean, you can attend classes at other accredited institutions. Submit a completed "request for off-campus course approval" form (available from your dean) to your Dean's office 30 days before classes begin. Grades earned at another college don't count toward Rider's grade point average, and grades below "C" will not be accepted for transfer credit at Rider. An official transcript reflecting the completed work must be sent to the Rider University Registrar's Office from the transfer college for the credits to be listed on your permanent academic record.

DEGREE REQUIREMENTS

The faculty of each college decide on graduation requirements; individual faculty advisors cannot change or waive standards. Completion of graduation requirements is your responsibility. Check with the office of your academic dean if you have questions or problems.

CHANGES IN COURSES

The University reserves the right to change instructors or class meeting times prior to the semester beginning. If such a change occurs, efforts will be made to contact the students.

EXPLANATION OF COURSE CODES

<u>Subject</u>	<u>Course #</u>	<u>Section</u>	
CMP	120	<u>TO</u>	An evening English composition course meeting on Tuesdays.
GEO	307L	<u>M1</u>	A laboratory course meeting on Monday.
SPA	100	<u>A1</u>	Two sections of the same Spanish I course meeting on Monday, Wednesday, and Friday. Two different instructors teach this course during the A period.
SPA	100	<u>A2</u>	

Subject – The first three characters, which identify the course discipline. For example, ACC = Accounting, CMP = Composition.

Course Number - The following three numbers, which identify the course. For example, SPA-100 = Spanish I, SPA-101 = Spanish II.

Section - The final two characters, used to indicate the meeting time (for day courses) or the meeting day (for evening courses). A-K are meeting times for day courses as indicated on the

time grid on page 8. The following characters are used for evening courses to denote meeting day: **M** = Monday, **T** = Tuesday, **W** = Wednesday, **R** = Thursday, **S** = Saturday, **N** = Monday and Wednesday, **P** = Tuesday and Thursday.

The second character of the section is generally a number such as **1**, **2** or **3**. Other codes that may appear are: **O** = Open which is sometimes used in conjunction with **M** = Majors only or **R** = Restricted. Restricted classes apply to evening sections reserved for the College of Continuing Studies students and do not appear in this course schedule.

COURSE DEPARTMENTS

Following the department name in parenthesis is listed the college/school in which the course is offered. If a department is listed after the college/school name, this indicates that courses taken in that department will meet the requirement specified.

ADVERTISING (Business, Marketing)	BUSINESS EDUCATION (Education)
BIOCHEMISTRY (Liberal Arts & Sciences, Science)	
BACCALAUREATE HONORS PROGRAM	BIOLOGY (Liberal Arts and Sciences, Science)
BIOPSYCHOLOGY (Science)	BUSINESS POLICY & ENVIRONMENT (Business)
COLLEGE OF BUSINESS ADMINISTRATION (Business)	CHEMISTRY (Liberal Arts & Sciences, Science)
COMPUTER INFORMATION SYSTEMS (Business)	ENGLISH COMPOSITION (Liberal Arts and Sciences)
COMMUNICATION (Liberal Arts and Sciences, Social Science)	COLLEGE READING
DANCE (Liberal Arts and Sciences, Humanities)	ECONOMICS (Business)
EDUCATION (Education)	ENVIRONMENTAL SCIENCE (Liberal Arts and Sciences, Science)
ELEMENTARY EDUCATION (Education)	
ENGLISH LITERATURE AND WRITING (Liberal Arts and Sciences, Humanities)	FRENCH (Liberal Arts and Sciences, Humanities)
FINANCE (Business)	GERMAN (Liberal Arts and Sciences, Humanities)
GEOLOGICAL SCIENCE (Liberal Arts and Sciences, Science)	GENDER STUDIES (Liberal Arts and Sciences) - Formerly called Women's Studies
GLOBAL AND MULTINATIONAL STUDIES (Liberal Arts and Sciences)	HEALTHCARE (Business)
HISTORY (Liberal Arts and Sciences, Social Science)	ITALIAN (Liberal Arts and Sciences, Humanities)
INTERDISCIPLINARY STUDIES (Liberal Arts and Sciences)	FOREIGN LITERATURE (Liberal Arts and Sciences, Humanities)
INTERNATIONAL STUDIES (Liberal Arts and Sciences)	MULTICULTURAL STUDIES (Liberal Arts and Sciences, Social Science)
LAW AND JUSTICE (Liberal Arts and Sciences, Social Science)	MANAGEMENT SCIENCE (Business)
LEADERSHIP DEVELOPMENT (Business)	
MARINE SCIENCES (Liberal Arts and Sciences, Science)	MUSIC (Liberal Arts and Sciences, Humanities)

MANAGEMENT (Business) MARKETING (Business)

MATHEMATICS (Liberal Arts and Science)

PHILOSOPHY (Liberal Arts and Sciences, Humanities)

POLITICAL SCIENCE (Liberal Arts and Sciences,
Social Science)

RUSSIAN (Liberal Arts and Sciences, Humanities)

SOCIOLOGY (Liberal Arts and Sciences, Social
Science)

SPANISH (Liberal Arts and Sciences, Humanities)

PHYSICS (Liberal Arts and Sciences, Science)

PSYCHOLOGY (Liberal Arts and Sciences, Social
Science)

SECONDARY EDUCATION (Education)

SOCIAL WORK (Liberal Arts and Sciences, Social
Science)

SPECIAL EDUCATION (Education)

THEATRE (Liberal Arts and Sciences, Humanities)