

## Registration and Records

### Information

Registration and records information and services are available at the following telephone numbers, websites, or email address:

General Information.....	561-297-3041
OASIS .....	<a href="http://myfau.fau.edu">myfau.fau.edu</a>
Address changes .....	see OASIS
Admissions Information	
Graduate .....	561-297-3624
Undergraduate .....	561-297-3040
Email .....	<a href="mailto:registrar@fau.edu">registrar@fau.edu</a>
Enrollment Verifications .....	561-297-2711
Graduation .....	561-297-2731
Residency Reclassification .....	561-297-2408
Returning Students .....	561-297-2408
Transcript Information .....	561-297-2840
Official Transcripts .....	see OASIS
Unofficial Transcripts .....	<a href="http://www.facts.org">www.facts.org</a>

Registration and Records information at FAU's Partner campuses:

Davie campus .....	954-236-1010
Fort Lauderdale campus .....	954-762-5247
MacArthur campus .....	561-799-8549
Treasure Coast campus .....	772-873-3306

### Orientation, Advisement, and Registration for Entering Degree-Seeking Students

All new, first baccalaureate, degree-seeking students are required to attend orientation, advisement, and registration programs. The Office of Student Orientation coordinates all orientation programs for undergraduate degree-seeking students. Orientation is designed to accomplish many goals: introduce students to FAU and the University's services and programs; provide academic advising; and assist students with the challenges they will face as new students at FAU. Even if students attended another institution, orientation is essential for getting ahead at FAU because it provides the basic information needed to succeed at FAU. The program presents this information in the most concise manner possible so that students' time at orientation is spent efficiently.

Detailed instructions pertaining to orientation, advisement, and registration are mailed to new students as they are admitted. For additional information, refer to the New Student Orientation heading in the [Student Services and Activities section](#) of this catalog or visit [www.fau.edu/orientation](http://www.fau.edu/orientation).

### Advance Registration for

#### Continuing Degree-Seeking Students

Continuing students at FAU may register during advance registration or during regular registration (see the Academic Calendar, [www.fau.edu/registrar/acadcal.htm](http://www.fau.edu/registrar/acadcal.htm) for the dates). Students should use FAU's online registration system, known as OASIS (Owl Academic Student Information System). Students may also register in person in the college of their major on specific in-person registration dates.

### Academic Advising

Academic advising is an integral part of the higher education experience. Its primary purpose is to assist students in the development of meaningful educational plans that are compatible with their life goals. This is accomplished in a variety of ways, but always in collaboration with college, departmental, or professional advising personnel. These meetings provide the student with an introduction to the campus, to student services, and to the academic programs and requirements of the major.

### Policy Statement

Florida Atlantic University recognizes and embraces its responsibility to provide students with the necessary and appropriate skills, abilities, information, and resources to enable them to make enlightened decisions. To meet the challenges of excellence in education, this institution is committed to offering its students the opportunity to receive assistance and guidance in clarifying life and career goals, develop suitable educational plans, strengthen decision-making skills, increase their awareness of University policies and procedures, and acquire information regarding University and community resources.

Students must be active participants in deciding the goals and direction of their university experience, and they are expected to avail themselves of all opportunities to become knowledgeable, self-directed, and competent decision-makers. As partners in the advising process, the student and advisor work toward the common goal of enhancing the academic experience by devising the best possible academic program. However, students must ultimately take responsibility for their own progress toward a degree.

### Advising in the Colleges

The specific type of advising program adopted by the academic units at FAU varies by college and by department. Students are urged to check with their major college or department to familiarize themselves with the advising program pertaining to them.

The academic advising and registration process varies from college to college. Each process is described according to the college in which the student is enrolled.

Registration appointment times through OASIS, the University's online registration system, will be assigned to currently enrolled students prior to advance registration. Academic advising may occur at any point during the academic year. Academic advisement is not mandatory; however, certain circumstances may require some students to see an advisor. **Please contact your college or department advising office to determine academic advising procedures and to make an appointment for advisement.**

Although advising may not be required in every college, students should inform their colleges and individual departments of any changes made in their schedule so that these offices are able to keep accurate records. See Determining a Semester Schedule in this Registration section for more information.

Closed Classes – In order to obtain permission to register for a filled class, check each college's procedure by selecting the Closed Classes option in the online course schedule. The current course schedule is available at [myfau.fau.edu](http://myfau.fau.edu). In all cases, a signature, college stamp, and override stamp are required for registration in person.

## College-Specific Advising Requirements

### College of Architecture, Urban and Public Affairs

#### Students...

1. Attend College orientation in their first semester, at which they will be advised on the selection of courses and directed on how to complete registration.
2. May make an appointment for advisement in Student Services in the Higher Education Complex at the Fort Lauderdale campus (Architecture) or at the Davie, Boca Raton, or MacArthur campus in Jupiter as appropriate, once admitted.
3. Are expected to consult with an advisor during the advance and regular registration periods.
4. Are expected to meet with an academic advisor during the semester prior to the semester of anticipated graduation, during the semester of graduation for a graduation audit, and at any time the student needs academic advisement.

### Dorothy F. Schmidt College of Arts and Letters

#### (Boca Raton Campus)

#### Students...

1. Attend College orientation if a new student at FAU. Only students who attend orientation will be assured advisement on the day of orientation.
2. After orientation, pick up file, advisement information, and registration forms from their major department office. **Note:** Students who are Arts and Humanities majors or Social Science majors are advised through the Office of Student Academic Services.

3. Are advised by faculty. Each department has its own schedule and procedures. Check with the major department office regarding advisement appointments prior to the registration period.

4. Are expected to have prepared a tentative schedule prior to meeting with a faculty advisor. The advisor is not responsible for working out a schedule of courses for the student.

5. Are expected to meet with an advisor the semester prior to anticipated graduation for a graduation audit.

6. May receive academic services through the Office of Student Academic Services, AH 213, 561-297-3800.

### Dorothy F. Schmidt College of Arts and Letters

#### (Davie Campus)

#### Students...

1. Attend College orientation in their first semester.
2. Are expected to seek advisement from the Office of Student Academic Services in LA Building, Room 421, and the faculty advisor in the student's major academic discipline.
3. Are advised by faculty. Each department has its own schedule and procedures. Check with the major department office regarding advisement appointments prior to the registration period.
4. Fill out the registration forms and complete registration (with an advisor their first semester, online or in person thereafter).
5. Are expected to notify the Office of Student Academic Services before making changes in scheduled courses after the registration period.
6. Are expected to contact their advisor prior to advance registration each term.
7. May secure advice and assistance at any time from the Office of Student Academic Services, LA 421, 954-236-1101, and the faculty members in the student's major academic discipline.

### Dorothy F. Schmidt College of Arts and Letters

#### (Fort Lauderdale Campus)

#### Students...

1. Attend College orientation (virtual or in person) in their first semester.
2. Are expected to seek advisement from the academic advisors by making an appointment through the College secretary in AT 314, 954-762-5073.
3. Meet with an academic advisor to discuss curricular requirements and selection of courses and to design a program of study.
4. Are required to meet with an advisor the semester before anticipated graduation for a graduation audit.

**Dorothy F. Schmidt College of Arts and Letters  
(MacArthur Campus in Jupiter)**

**Students. . .**

1. Attend College orientation (virtual or in person) in their first semester.
2. Are expected to seek advisement from the academic advisors in SR 139 and, if available, the faculty advisor in the student's major academic discipline.
3. Meet with an academic advisor to discuss curriculum requirements and selection of courses and to design a program of study.
4. Are required to meet with an advisor the semester before anticipated graduation for a graduation audit.
5. May receive academic services through the Academic Programs Office, SR 118, 561-799-8697.

**Barry Kaye College of Business  
(Boca Raton Campus)**

**New Students. . .**

1. Attend College of orientation (virtual or in person).
2. Complete registration process.

**Continuing Students. . .**

1. May make appointment with an advisor in the Office of Undergraduate Studies in FW 102.
2. Are expected to meet with an academic advisor during their first semester in the College of Business.
3. Are expected to meet with an advisor the semester prior to anticipated graduation.
4. May receive academic advising at any time it is desired. For appointments, call 561-297-3688 or check the College's website at [www.business.fau.edu](http://www.business.fau.edu).

**Barry Kaye College of Business  
(Davie Campus)**

**New Students. . .**

1. Attend College orientation (virtual or in person).
2. Complete registration process.

**Continuing Students. . .**

1. May make appointment with an advisor in the Office of Undergraduate Studies, LA 444.
2. Are expected to meet with an academic advisor during their first semester in the College of Business.
3. Are expected to meet with an advisor the semester prior to anticipated graduation.
4. May receive academic advising at any time it is desired. For appointments, call 954-236-1290 or check the College's website at [www.business.fau.edu](http://www.business.fau.edu).

**Barry Kaye College of Business  
(MacArthur Campus in Jupiter)**

**Students. . .**

1. Attend College orientation (virtual or in person).
2. Make an appointment with an academic advisor in SR 139.

3. Are expected to meet with an academic advisor during their first semester in the College of Business.

4. Are required to meet with an advisor the semester prior to anticipated graduation for a graduation audit.

5. May receive academic services through the Academic Programs Office, SR 118, 516-799-8697.

**College of Education  
(Boca Raton Campus)**

**New Students. . .**

1. Attend College orientation.
2. Break up into groups according to major.
3. Are advised of selection of courses within group.
4. Complete registration (in person first semester, online or in person thereafter).

**Continuing Students. . .**

1. Are assigned permanent advisors once complete records are on file in the Office for Academic and Student Services, ED 230.

2. May make an appointment with their advisor or in the Office for Academic and Student Services at any point in the semester for academic advisement.

3. May see an advisor for counseling at time of advance registration each term.

4. Are expected to see an advisor the semester prior to student teaching and graduation.

**College of Education  
(Davie Campus)**

**New Students. . .**

1. Attend College orientation.
2. Break into groups according to major.
3. Are counseled by an advisor.
4. Complete registration in LA 203.

**Continuing Students. . .**

1. Must have approval from an advisor to make changes in scheduled courses after the registration period.

2. Are expected to see an advisor for counseling at the time of advance registration for each term.

3. May secure advice and assistance at any time from an advisor at College of Education, ES 202, 954-236-1028.

**College of Education  
(MacArthur Campus in Jupiter)**

**New Students. . .**

1. Attend College orientation.
2. Receive individual or group counseling from an advisor.
3. Complete registration in SR 139 or online using OASIS through [myfau.fau.edu](http://myfau.fau.edu).

**Continuing Students. . .**

1. Must have approval from an advisor to make changes in scheduled courses after the registration period.
2. Are expected to see an advisor for counseling at the time of advance registration for each term.
3. May secure advice and assistance at any time from an advisor at College of Education, EC 202, 561-799-8627.

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**College of Engineering and Computer Science**

**All Students. . .**

Are assigned an advisor upon admission to a program. Due to the sequential nature of all baccalaureate programs in the College of Engineering and Computer Science, students are strongly encouraged to remain in close contact with their assigned advisors when making decisions regarding their academic programs. Some departments require consultation with an advisor each semester.

**New Students. . .**

1. Attend College orientation.
2. Attend departmental orientation sessions where they meet advisors and develop individual programs of study.
3. Complete registration.
4. Should first consult with their advisor if it appears necessary to drop.

**Continuing Students. . .**

1. Receive registration information and instructions in the mail.
2. Discuss progress with advisor each term, especially the term prior to graduation.
3. May self-advise and complete registration if they are following a planned program approved by their advisor. However, some departments require consultation with an advisor each semester.

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**Harriet L. Wilkes Honors College**

**All Students. . .**

1. Attend the Honors College orientation. Only students who attend orientation will be assured of early advisement.
2. During orientation, advising appointment material will be distributed to students. It will contain the advisor's name, location, and time of the appointment.
3. Faculty members within the Honors College are the advisors. They will discuss with students the curriculum requirements and selection of courses and will aid in designing a program of study. If all registration holds have been cleared, students will register for classes following this appointment.
4. Students are required to consult with their advisor when making any changes to their schedule (adding/dropping classes, etc.) and also each semester during advance registration to discuss the schedule and register for the next term. Honors College students may register online once they meet with their advisor and their advising hold is removed.

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**Christine E. Lynn College of Nursing**

**Undergraduate Pre-Nursing Students. . .**

1. Attend College orientation when admitted to FAU.
2. Are advised in the Freshman Academic Advising Office while attaining their first 30 credits.
3. Should make an appointment with the College academic advisor who will discuss an overall program of study.
4. Are expected to see the College academic advisor prior to the advance registration period each term if questions arise.
5. Are strongly encouraged to see the College academic advisor the semester prior to anticipated graduation.

**All Admitted and Continuing Nursing Students...**

1. Should make an appointment with the College academic advisor who will advise regarding the program of study and refer to the appropriate program faculty as indicated.
2. May make changes in their schedule of courses after discussing with College academic advisor and/or program faculty.
3. Are strongly encouraged to see the College academic advisor the semester prior to anticipated graduation.

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**Charles E. Schmidt College of Science**

**(Boca Raton Campus)**

**Students. . .**

1. Attend College orientation in their first semester.
2. Attend meeting according to departmental major for orientation to their discipline their first semester.
3. Are assigned a permanent advisor from the major department.
4. Plan a schedule of courses.
5. Complete registration (in person first semester, online or in person thereafter).
6. May make an appointment with their departmental advisor for academic advisement at any point in the semester.
7. Are expected to see an advisor at time of advance registration each term.
8. Are expected to see an advisor the semester prior to anticipated graduation.

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**Charles E. Schmidt College of Science**

**(Davie Campus)**

**Students. . .**

1. Attend College orientation in their first semester.
2. Are expected to seek advisement from the Office of Academic Support Services in LA 421 and the faculty advisor in the student's major academic discipline.
3. Meet with an advisor to discuss curriculum requirements and selection of courses and design a program of study.

4. Fill out the registration forms and complete registration (with an advisor their first semester, online or in person thereafter).

5. Are expected to notify the Office of Academic Support Services before making changes in scheduled courses after the registration period.

6. Are expected to contact their advisor prior to advance registration each term.

7. May secure advice and assistance at any time from the Office of Academic Support Services and the faculty members in the student's major academic discipline.

### **Charles E. Schmidt College of Science (MacArthur Campus in Jupiter)**

#### **Students . . .**

1. Attend College orientation (virtual or in person).

2. Make an appointment with an academic advisor in SR 139 and the faculty advisor in the student's major academic discipline.

3. Are expected to meet with an academic advisor during their first semester in the Charles E. Schmidt College of Science.

4. Meet with an advisor to discuss curriculum requirements and selection of courses and design a program of study.

5. Are expected to see an advisor before advance registration each term and the semester before anticipated graduation for a graduation audit.

6. May receive academic services through the Academic Programs Office, SR 118, 516-799-8697.

### **Treasure Coast Campus in Port St. Lucie**

New students are required to attend orientation before registering for classes. Advising appointments may be made after admission to FAU and before orientation.

All students are encouraged to meet with an academic advisor for their major several times during their program at FAU—once per semester is recommended. Academic advisors will assist in determining degree requirements for graduation, transfer of credits from other institutions, changing majors, and other academic support services.

For majors in the College of Education, call 772-873-3370.

For majors in the Christine E. Lynn College of Nursing, call 772-873-3385 or 3381.

For all other majors in the Barry Kaye College of Business, College of Architecture, Urban and Public Affairs, College of Engineering and Computer Science, and Charles E. Schmidt College of Science, please call 772-873-3302.

### **Determining a Semester Schedule**

Prior to selecting courses for each semester, undergraduate and graduate students should:

1. Read the [Degree Requirements section](#) in this *University Catalog* for the requirements pertaining to the student's degree.

2. Check the prerequisites and course descriptions of the relevant courses in the Course Description sections within each college section in this catalog.

3. See the course schedule ([myfau.fau.edu](http://myfau.fau.edu)) to determine when and where the relevant courses are offered.

4. Review the Online Degree Audit information found at [www.facts.org](http://www.facts.org).

5. See the subsection Course Load in this section for maximum course-load limits.

6. See University Forgiveness Policy in the [Academic Policies and Regulations section](#) if intending to repeat a course.

7. See an academic advisor.

### **Additional recommendations for undergraduates:**

8. See the Undergraduate Enrollment in Graduate Courses subsection in the [Academic Policies and Regulations section](#) of this catalog if interested in enrolling in a graduate-level (5000-, 6000-level) course.

9. See the subsection Cross Enrollment or Taking Courses at Other Institutions in this section if considering taking a course elsewhere.

### **Course Schedule**

The course schedule is available at [myfau.fau.edu](http://myfau.fau.edu) approximately two weeks prior to advance registration for each semester. It includes, but is not limited to, information on courses, sections, meeting times, and room assignments. The course schedule is subject to change without notice.

### **Course Load**

#### **Undergraduates**

Full-time undergraduate students are those who are registered for 12 or more credits in any semester. A typical undergraduate course load is 15 or 16 credits with 20 credits being the maximum. Registrations exceeding this maximum must be approved in advance by the dean of the college through use of the Drop/Add Request form. A course overload authorization on the Drop/Add Request form requires the dean's signature and a college stamp.

The maximum undergraduate load in the summer semester is 9 credits each for short terms A and B, and 18 credits for the full term C. The total of the C term enrollment plus twice the A (or B) term enrollment may not exceed 18 credits. Registrations exceeding this maximum must be approved in advance by the dean of the college through use of the Drop/Add Request form. A course overload authorization on the Drop/Add Request form requires the dean's signature and a college stamp.

Half-time undergraduate students are those who are registered for 6 to 11 credits. Any student registered for 5 or fewer credits is classified as less than half-time. Students who drop courses during a semester, reducing their registration below 12 credits, will be classified as outlined above.

### Graduates

Full-time graduate students are those who are registered for 9 or more credits in the spring or fall semesters and for 6 credits in the summer semester. Registrations exceeding 15 credits in any semester must be approved in advance by the Office of Graduate Admissions and Graduate Studies. This procedure is accomplished by completing a Graduate Request to Waive a University Regulation form, available in any college dean's office. Students who drop courses during the spring or fall terms, reducing their registration below 9 credits, will be regarded as part-time students.

**Note:** Students on F-1 visas, students living in on-campus housing, and student athletes are required to register for a full-time course load.

### Registration for Nondegree-Seeking Students

Nondegree-seeking students are those who do not wish to enter a degree program at FAU but would like to take courses at FAU for credit, perhaps with the intention of transferring those credits to another institution or for their own enrichment. Nondegree-seeking students do not apply for admission but do complete the Nondegree Enrollment application available at [www.fau.edu/registrar/forms.htm](http://www.fau.edu/registrar/forms.htm) or at the Office of the Registrar. Florida residency documentation and verification of compliance with the state of Florida's Measles/Rubella Immunization Policy must be provided at the time of registration.

Consult the Academic Calendar, [www.fau.edu/registrar/acadcal.htm](http://www.fau.edu/registrar/acadcal.htm), for registration dates. Registration of nondegree-seeking students is on a space-available basis and, because of limitations in instructional resources, the enrollment of nondegree-seeking students may be restricted in some courses.

Nondegree-seeking students are subject to the same academic standards and pay the same fees as degree-seeking students. Nondegree-seeking students are subject to all drop/add, withdrawal, and payment deadlines appearing in the course schedule at [myfau.fau.edu](http://myfau.fau.edu). (Refer to Drop/Add and Withdrawal in the [Academic Policies and Regulations section](#) as well.) It is the student's responsibility to ensure that course prerequisites and any other course qualifications have been met prior to registering. Check with the department offering the course(s) for prerequisites.

Nondegree-seeking students who opt to pursue a degree must change their status to degree-seeking by applying for admission to the University. An undergraduate or graduate admission application and all credentials necessary for admission to degree status must be submitted by the application deadline for the semester. All requirements for admission to degree programs in effect at that time must be met. Refer to the [Admissions section](#) for specific information.

Credits earned as a nondegree-seeking student will appear on an FAU transcript but are not intended for application to FAU degree programs. However, up to

one-half of degree requirements earned in nondegree status at FAU may be applied to an undergraduate degree program, but only upon degree-seeking admission to the University and request of the college concerned. For example, students who do not present transfer credits could apply up to 60 nondegree credits earned at FAU toward their 120-credit degree program. Students with transfer credits, for example 30 credits, may apply up to 45 nondegree credits earned at FAU toward their 120-credit degree program (120 credits minus 30 transfer credits = 90 credits remaining and  $1/2$  of 90 = 45 credits).

For graduate students, credits earned as a nondegree-seeking student will appear on an FAU transcript but are not intended for application to an FAU graduate program. Up to one-third of degree requirements earned in nondegree status may be applied to a degree program at FAU, but only upon degree-seeking admission to the University and request of the college concerned. However, no college may count such credit in excess of one-third of the credits toward a graduate degree without an approved graduate waiver.

**Note:** Students who have been denied admission to FAU as degree-seeking undergraduates may not register as nondegree students. Undergraduates with nondegree status are not eligible for financial aid.

**Note:** International students on J-1 visas may be admitted as nondegree-seeking students if they are coming to FAU as part of a reciprocal student exchange under an operative exchange agreement between FAU and their home institution, or if they are a sponsored student. Students coming on an exchange program must work with the Office of International Programs to meet all requirements of the exchange and to obtain information on how to apply as a nondegree-seeking student. Sponsored students seeking access as nondegree-seeking must work with their desired host department before applying for nondegree-student status. The J-1 visa will be issued by FAU for the specific purpose and period of study at FAU once the student is approved for the exchange or for nondegree status as a sponsored student.

### Registration for Auditors

Auditors are those individuals wishing to attend classes without receiving credit. Auditors do not apply for admission but do need to fill out the Drop/Add Request form each semester that they register as well as a Nondegree Enrollment application. These forms are available from the Office of the Registrar. Students seeking to audit a course must obtain approval from the instructor on the Audit Registration form (signature of instructor and college/department stamp). No college credit is given for audited courses.

Registration for auditors is conducted during the drop/add registration period as listed in the course schedule at [myfau.fau.edu](http://myfau.fau.edu). Specific days and times vary according to department schedules. Registration of auditors is on a space-available basis and, because of limitations in instructional resources, the enrollment of auditors may be restricted in some courses.

Auditors, even if not Florida residents for tuition purposes, pay the Florida resident registration fee. A Florida resident for tuition purposes is defined as an individual who has resided in the state for 12 consecutive months, prior to the beginning of classes, and who has established legal ties in Florida (see Florida Statute 1009.21). Documentation verifying nonFlorida/Florida residency is still required at the time of registration. The exception to this is the 60+ Audit that allows Florida residents who are 60 years of age or older to audit, tuition-free (other registration fees still apply), courses appearing in the 60+ schedule of courses. The 60+ schedule of courses is available at [www.fau.edu/registrar/60audit.htm](http://www.fau.edu/registrar/60audit.htm) or in the Office of the Registrar. For more information, call 561-297-3050.

### Cross Enrollment or Taking Courses at Other Institutions (Transient Students)

Undergraduate FAU students who wish to take courses at another institution while continuing in their programs at FAU must have prior approval from their college in order to transfer credit into their degree programs. Cross enrollment is defined as an FAU student who is taking course work at FAU and another institution concurrently. Transient students are those taking courses at another institution during a semester in which they are not registered in courses at FAU, but who intend to return to FAU to complete a degree program.

Students should realize that the last 30 upper-division credits must be earned in residence at FAU and that a minimum of 60 credits must be earned at a baccalaureate degree-awarding institution. Students who find it necessary to take an upper-division course elsewhere within their last 30 credits of enrollment may petition to do so via the Academic Petitions Process. See the Academic Petitions Process and Academic Appeals subsections in the [Academic Policies and Regulations section](#) of this catalog.

Students must obtain prior approval from their college at FAU and from the Office of the Registrar at FAU for courses that will be transferred to an FAU degree program from another institution.

The appropriate form for this approval is the undergraduate Transient Student form available at [www.facts.org](http://www.facts.org) for any Florida public school. For nonFlorida public institutions of higher learning, a paper version is available at the Office of the Registrar.

Submission of the Transient Student form may be essential to maintain eligibility for financial aid.

### Transfer to Another Institution

A student who plans to transfer from FAU to another institution should, at the earliest possible date, request that an official FAU transcript be forwarded by the Office of the Registrar to the new institution (see Transcripts within this section). Evaluation of transcripts is the responsibility of the new institution.

### Dual Enrollment for Qualified High School Students

To permit students to accelerate their progress toward the bachelor's degree, a dual enrollment program is available. Students are required to meet the state-approved enrollment criteria and successfully complete the College Placement Test (CPT), SAT-1, or EACT with no remedial subscores. High school students should consult with their counselors/advisors or FAU's Office of the Registrar at 561-297-2009.

### Reclassification to Florida Resident Status for Tuition Purposes

Enrolled students who are classified as nonFlorida residents for tuition purposes and who, after reading the determination of resident status for tuition purposes in Florida Statute 1009.21 ([www.flsenate.gov/Statutes](http://www.flsenate.gov/Statutes)), believe that they may qualify for in-state tuition, may submit a Request for Residency Reclassification. Forms are available at [www.fau.edu/registrar/forms.htm](http://www.fau.edu/registrar/forms.htm) or from the Office of the Registrar. Forms must be submitted to the Registrar by the deadline published in the Academic Calendar, [www.fau.edu/registrar/acadcal.htm](http://www.fau.edu/registrar/acadcal.htm). Supporting documentation is required to substantiate residency for tuition purposes. Merely submitting documentation for Florida residency classification does not guarantee Florida residency status.

To appeal a residency determination, a student must submit a Residency Classification Appeal form to the Residency Appeals Committee through the Office of the Registrar. This form must be submitted by the last day of drop/add for the term in which the student intends to be reclassified. The Residency Appeals Committee decision constitutes a "final agency determination." Further appeal is available only through judicial review as defined in section 120.68 of the Florida Statutes.

### Returning Students

If you are a former FAU student, but not currently enrolled, your eligibility to return will depend on several factors.

**If you will not be pursuing a degree** and you have attended within the last 12 months, go to [myfau.fau.edu](http://myfau.fau.edu) to begin the registration process. If it has been more than 12 months, you must re-establish your Florida residency by filing the appropriate form. See [www.fau.edu/registrar/forms.htm](http://www.fau.edu/registrar/forms.htm) or visit the Office of the Registrar to obtain the form.

**All continuing degree-seeking students** are re-admitted to their former programs. Changes in college, major, etc. will not be accepted until after registration. If you have not attended within the last 12 months, you must re-establish your Florida residency by filing the appropriate form. See [www.fau.edu/registrar/forms.htm](http://www.fau.edu/registrar/forms.htm) or visit the Office of the Registrar to obtain the form. Applications for "new" programs should be filed with the Office of Undergraduate Admissions or the Office of Graduate Admissions and Graduate Studies.

Degree-seeking students returning after an absence of more than a year may also be subject to the following:

1. If last enrollment was more than seven years ago, the student must file a new admissions application with the appropriate documents and submit a new application fee of \$30.
2. The student must be in good standing (eligible to return) at FAU and at any institution attended since last period of enrollment at FAU.
3. If the student has attended another institution since the last period of enrollment at FAU, official transcripts must be forwarded directly to the FAU Office of the Registrar by the registrar of the other institution(s).
4. Returning students under the age of 40 must submit proof of conformity to the Measles Immunization Policy of the state of Florida, if they have not already done so.
5. Students who were enrolled without being fully approved for admission by either the Office of Undergraduate Admissions or Office of Graduate Admissions and Graduate Studies are not eligible to return. They must first be admitted into the University by the appropriate admissions office. Students whose admission has been denied must contact the relevant admissions office for re-evaluation of their status and must be admitted before they can return.

### Student Records

Student records submitted to the University become the property of the University and cannot be returned to the student or released to a third party. These records will be used by officials of the University in any manner deemed appropriate in order to guide students toward their academic objectives.

It is the policy of the University to include in the academic records of undergraduate students all appropriate college-level work attempted or completed at another institution. In the case of second baccalaureate and graduate students, only work attempted or completed at another institution after receipt of the baccalaureate degree and approved by a college representative for use in the FAU degree program is included in the academic record.

### Hold on Records

Student records may be placed in a hold status because of financial or other obligations to the University. While the student's records are on hold, registration will not be permitted nor will official transcripts be released. Records will be held until the obligation is cleared to the satisfaction of the office or department issuing the hold.

### Transcripts

Official transcripts of a student's FAU academic record are available from the Office of the Registrar upon written request from the student. Official transcripts will be released to the student or sent to a designated

address. Requests for FAU academic records may be made through OASIS ([myfau.fau.edu](http://myfau.fau.edu)), by mail, or in person at the Office of the Registrar. No phone or fax requests can be honored. There is a \$5 charge per transcript for official copies. All requests must include student's name, social security number, date of birth, return address, and address to where the official transcript is to be mailed and must bear the signature of the student. Official transcripts will not be issued for students with any financial obligations to the University. Please allow three-to-five business days for processing. Mail all requests to:

Florida Atlantic University  
Office of the Registrar  
Attn: Official Transcript Department  
777 Glades Road, Box 3091  
Boca Raton, FL 33431

Unofficial transcripts are available at [www.facts.org](http://www.facts.org)

### Access to Records

Florida Atlantic University has a policy (Policy Memorandum #51) to support those provisions of federal and state law that guarantee certain rights pertaining to University records and personally identifiable information on file with the University. These rights may be exercised by any student or prior student. The parent or guardian of a student may exercise such rights when the student is under 18 years of age and/or a dependent under the Internal Revenue Service definition of dependent.

**Students have the following rights according to Florida Statute 1002.22, [www.flsenate.gov/Statutes](http://www.flsenate.gov/Statutes):**

**(a) Right of Access**

The student, and when applicable, the parent or guardian, has the right, upon written request directed to the appropriate University official indicated below, to be provided with a list of the types of records and student-related reports maintained by the respective offices and departments of the University.

The student, and when applicable, the parent or guardian, has the right, upon written request, to be shown any record or student-related report maintained by the University. Access to any record or report will be granted within 30 days after receipt of a written request. Copies of information are provided at a charge of \$0.15 per page.

**(b) Right of Waiver of Access to Confidential Letters or Statements**

The student, and when applicable, the parent or guardian, has the right to waive the right of access, as explained above, to letters or statements of recommendation or evaluation that are maintained by the University.

**(c) Right to Challenge and Hearing**

The student, and when applicable, the parent or guardian, has the right to challenge the content of any record or report to which they are granted access, as

described above, in order to ensure that the record or report is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Typically, any such challenge will be resolved in an informal meeting with the student, parent, or guardian and the appropriate University officials. If the parties cannot reach agreement, upon request of either party, a hearing shall be held on such challenge under rules adopted by the State Board of Education. Upon request of the parent or student, the hearing shall be exempt from the requirements of Florida Statute 286.011. Such rules shall include at least the following provisions:

1. The hearing shall be conducted within a reasonable period of time following the request for a hearing.

2. The hearing shall be conducted, and the decision rendered, by an official of the educational institution or other party who does not have a direct interest in the outcome of the hearing.

3. The parent or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under this paragraph.

4. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

5. The appropriate school officials shall take the necessary actions to implement the decision.

(d) **Right of Privacy**

Students have a right of privacy with respect to the educational records that are maintained on them by the University. Personally identifiable records or reports of a student and any personal information contained therein are confidential.

**Release of Student Information**

The University publishes, in various forms, directory information such as student name, address, telephone listing, class and college of enrollment, academic major, degrees conferred and awards received. The student directory (published annually), the Dean's List, the President's Honors List, the Commencement Program, programs for officially recognized activities, and news releases are published periodically.

Other directory information such as date of birth, dates of attendance, and previous educational institutions attended is not published, but may be released upon request of the student. **Students who desire not to have their personal directory information**

**Records**

Student Health/Medical Records  
 Student Disciplinary Records  
 Personal/Non-Academic/Counseling Records  
 Student and Family Financial Income  
 Student Academic Records  
 Student Placement Records  
 Student Advising Records  
 Student Financial Obligations/Records

**Custodian**

Supervising Nurse, SS 240  
 Dean, Student Affairs, SU 215  
 Director, Counseling Center, SS 229  
 Director, Student Financial Aid, SU233  
 University Registrar, SU 144  
 Career Development Director, SU 220  
 Freshman Academic Advising Services, SU 201  
 or the dean's office of the college in which the student is enrolled  
 The Controller's Office, AD 149

**published or released must notify the Registrar's Office in writing at which time information will no longer be released.** Refer to the Family Educational Rights Privacy Act (FERPA) for more information.

It is the policy of the University to release, without written consent, personally identifiable information from the education records of a student to faculty, staff, and agents of the University having responsibility for working with that student in registration, counseling, teaching, financial aid, payment of fees, co-operative education, internship, or any other activity directly related to the student's academic program or pursuant to law or governmental regulation. The information that may be released includes, but is not limited to, student name, dates of attendance, and degrees earned.

In the event of an unintentional release of student records due to unauthorized access, the University will notify, via email, all potentially affected students of the unauthorized release.

**Students' Right to Know**

For information on:

**FAU graduation rates**, go to  
<http://iea.fau.edu/>

**Campus crime statistics**, go to  
[www.fau.edu/police](http://www.fau.edu/police)  
 or  
<http://ope.ed.gov/security/InstDetail.asp>  
 and enter FAU's OPE code, 00148100, at the prompt  
 or  
 pick up a campus brochure at the FAU Police Department.