

Florida Atlantic University

Regulation 4.004

Miscellaneous Student Rules

- (1) **Change of Address:** Every student is responsible for maintaining a current address with the University Registrar. Changes of Address may be accomplished on-line or by contacting the Registrar's Office.
- (2) **Official Communication with Students:** Official university correspondence will be sent to the either the student's physical address on file with the Registrar, or FAU email address if a current student. FAU uses electronic mail to provide official information to students. Examples include notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their FAU e-mail account and are required to activate that account and check it regularly.
- (3) **Promotional Materials:** Advertising, promotional, and informational materials of students and student organizations must be submitted to the Office of Student Development and Activities before displaying or distributing such materials on University property. All other persons and organizations must submit such materials to the Office of University Communications, in consultation with the Division of Student Affairs.
- (4) **Holds on Registrations.** A hold on registration will prohibit and prevent one or more of the following actions: course registration, adding or dropping courses, academic petition or withdrawal processes, any other request for academic or administrative action. The following types of holds may be placed on a student's record:
 - (a) **Financial.** If a student owes the University money.
 - (b) **Student Affairs.** If a student has an issue involving nonacademic matters or misconduct.

In the event one of these holds has been placed on a student's registration, the Office of the Registrar will direct the student to the office placing the hold. A hold will be removed upon satisfaction of the condition giving rise to the hold. Requests for review may be made to the University Office responsible for placing the hold.

- (5) **Withholding of transcripts and diplomas.** Students with a hold on registration or who fail to promptly pay debts owed to the University will be denied access to official transcripts and shall have their grades, transcripts and diplomas withheld.

Specific Authority: Article IX of the Florida Constitution, Florida Board of Governors Resolution dated January 7, 2003, Florida Statutes 1001.74, 1010.03. History—New 10-1-75; Amended 12-17-78; Formerly 6C5-4.0; Amended 11-11-87, 6-7-88; Formerly 6C5-4.004; Amended 5-28-08.