To: Larry Williams, Chair, Undergraduate Committee
From: Christine LeVeaux, Chair, Student Success Subcommittee
Subject: Undergraduate Catalog Language
Date: 4/16/13

Members present: Djuana Young, Dan Maxwell, Roger Blakeney, David Mazella, Bela Patel, Christine LeVeaux

Catalog Language Change

Academic Regulations > Examinations

Current Language:

FINAL EXAMINATIONS
Final examinations, if given, shall be given during the time and date designated in the official university class schedule. Any exception to this policy must be approved in writing by the dean of the college in which the course is taught and announced by the instructor to the class no later than

New Language:

FINAL EXAMINATIONS
Final examinations, if given, shall be given during the time and date designated in the official university class schedule. Any exception to this policy must be approved in writing by the dean of the college in which the course is taught and announced by the instructor to the class and written notification (e.g. e-mail) shall be provided to the students during the drop/add period for the semester.
Advising, Orientation, and Enrollment (Registration) > Class Membership

Current Language:

CLASS MEMBERSHIP

Students may not attend a class after the first week of classes unless properly enrolled (registered) for that course and section. Failure to follow proper enrollment (registration) procedures may jeopardize a student's good standing at the university and result in a loss of credit. Class rosters are comprised solely from the official enrollment records of the Registrar's Office. Students whose names do not appear on the official class roster in each of their classes should immediately verify enrollment (registration) by logging in to (myUH). Access to University services accessed without logging in to Student Self Service (myUH) does not verify enrollment (i.e. WebCT or other instructional media).

New Language:

CLASS MEMBERSHIP

Students may not attend a class after the first week of classes unless properly enrolled (registered) for that course and section. Failure to follow proper enrollment (registration) procedures may jeopardize a student's good standing at the university and result in a loss of credit. Class rosters are comprised solely from the official enrollment records of the Registrar's Office. Students whose names do not appear on the official class roster in each of their classes should immediately verify enrollment (registration) by logging into (myUH). Students must then log into Student Self Service in order to verify enrollment.