



Spring 2017 Policy Reminders



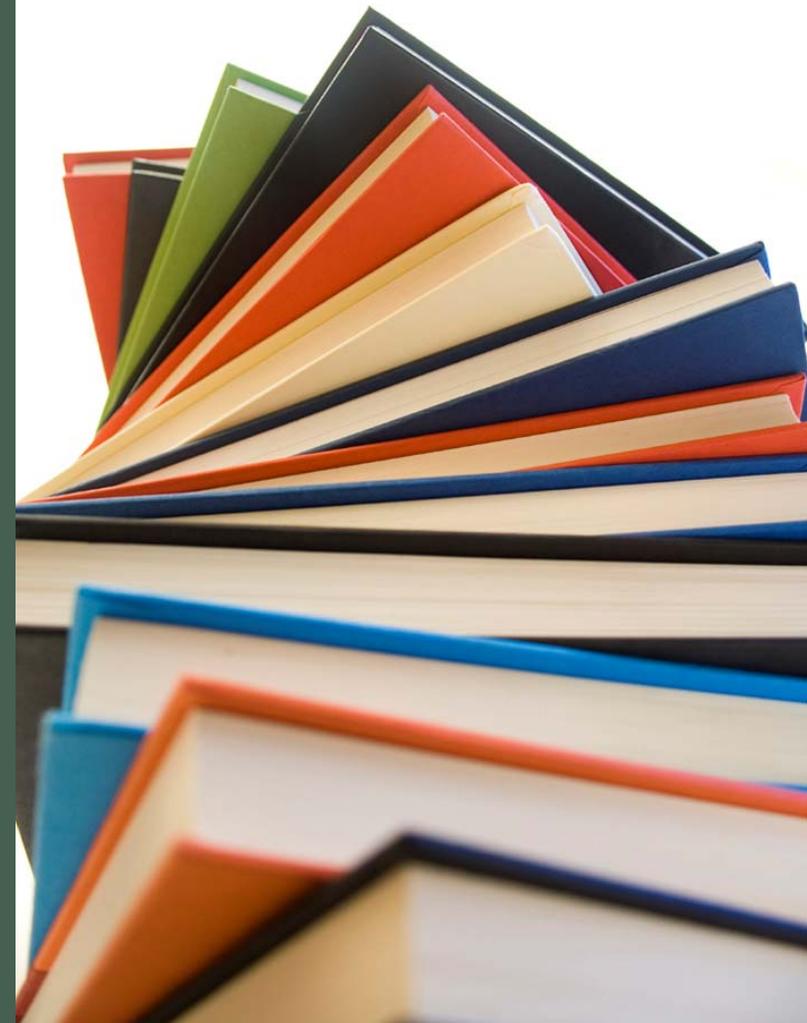
Policy Reminders



1. Courses are offered based on the course descriptions specified in the 2016 Catalog. You still need to follow your existing study plan to complete your study. Some students may need to request a substitute of an old course by submitting a request online before **11/14/16**.
2. Request for **Substitution** of Course Requirement **will NOT** be processed during the registration week nor the first week of the new semester. You must submit such requests **before** registration.
3. **To secure your seat** in the courses you want to take, you must pay the tuition and fees by appropriate due dates or the courses will be automatically dropped.
4. **Add/Drop courses:** A student is allowed to submit an Add/Drop request **a maximum of four (4) times** (multiple courses may be added or dropped per request) unless an additional Add/Drop is required due to cancellation of classes made by the administration. The fees associated with the request are as follows: **1st: \$10 2nd: \$20 3rd: \$50 4th: \$100**.
5. **A non-degree student** is required to meet the prerequisite requirements when taking courses at NPU. In the event that the student later decides to apply for a degree study at NPU, he/she must go through the regular degree program application procedures; no more than **12 units** earned at NPU under non-degree status may be applied to the degree requirements. A student can be placed in **non-degree** status if he/she still owes official transcripts (from previous colleges) or other unsatisfied admission requirements, or fails to maintain satisfactory academic progress.
6. **Graduation Petition:** A student should petition for graduation via MyNPU Student Portal in the Student Requests function. This request should be made before his/her last registration with NPU. Late submission of the request will incur a late fee. The petition deadlines are specified in the academic calendar on the NPU website.
7. Each international student is required to maintain the following in order to keep his/her F1 status: **(a) full-time enrollment records, (b) satisfactory progress (CGPA requirement), (c) good class attendance records, and (d) good status with the university – with clean financial records and good conduct.**

Attention! Important!

- ✓ **You are required to attend the first class meeting for every course you are enrolled in. If you miss the first class meeting, the instructor can drop you from the course.**
- ✓ **You are required to attend the first class meeting for every course you are intending to, but not yet, enrolled in. You must inform your instructor of your intention so that they can mark your attendance.**
- ✓ **You must clear your financial balance before registering for the new semester.**
- ✓ **Conduct online registration via your student portal.**



Online Courses

Students wishing to take an online course at NPU must meet the following requirements before they can register in an online course (subjects in MBA program area):

- 1. English writing proficiency is required for taking any online courses.**
- 2. A student must complete the following in order to enroll in any online course: (a) Complete an online orientation workshop including a self-assessment survey and (b) Take and pass an online exam. This can be done via MyNPU student portal and in the “Registration” function. By clicking the link for “Check My Registration Locks” in the lower-right corner of the page, you will enter the page for conducting the survey as well as taking the exam.**
- 3. Once enrolled in an online course, the student must read the Online Course Handbook and understand the detailed requirements for taking the online course.**



Online Book Store

- ✓ **You can find textbook information and buy or rent the books from NPU's website.**
 - **The [2017 Spring](#) semester textbook list will be posted on the NPU Online Bookstore shortly after the registration deadline.**
 - **Go to www.npu.edu and click "Online Bookstore" under the "Campus" tab.**
 - **Then by clicking the link for the [2017 Spring](#) semester you will see the textbook list for the spring semester classes and entries for either [buying or renting](#) the books.**

- ✓ **Amazon.com also provides both [new](#) and [used](#) books.**

- ✓ **Have your textbooks ready for [your first class meetings](#). We have requested the instructors not to make any changes once the [books are posted online](#).**

- ✓ **Please see an administrator if you have any questions. 😊**

