

# AO 28: Continuous Enrollment (Undergraduates)

## 28.1 Initial Enrollment

First-year students entering in the fall semester are required to attend New Student Orientation (NSO) prior to enrolling. At NSO, the Academic Advising Center (AAC) administratively blocks students into fall courses. Based on course availability and students' individual placements, students will be enrolled in English or math courses needed to meet Core Math and English requirements.

Transfer students must self-register for the appropriate math/English course based on their placement scores or transfer credits. Refer to AO 12: Placement Testing (Undergraduates) for information on how students are placed into math and English Composition courses.

## 28.2 Continuing Enrollment

Any student not blocked into Core math and English for their first semester must enroll in the required Core math and English courses by the end of their second semester or before they complete 30 NS credits.

## 28.3 Approval to Drop

Students must get advisor approval to drop or withdraw from MATH 120/120E, MATH 126/126E, and ENG 100, 101, 116, or 102. Students approved to drop one of these courses must acknowledge the following statement through an online link provided by the AAC:

Based upon NSHE policy Title 4, Chapter 16, Section 1.2, within the **first two regular academic semesters following initial enrollment**, all degree-seeking students must be enrolled in a college-level or corequisite gateway English and [/or] mathematics course or the equivalent for a certificate program (e.g. embedded curriculum) until the institutional core curriculum English and mathematics **requirements are completed**.

This petition is *required* to be completed by those who wish to drop Math or English coursework within their first 30 academic credits. It is the responsibility of the student to remain compliant with enrollment requirements, and **failure to complete required math and English coursework may result in a compliance hold being placed on your**

**student account.** This hold would prevent future registration outside of math or English until the requirement has been met.

By typing your full name below you acknowledge that you understand that *math and English are required courses to be completed through the minimum core requirement before the completion of 30 credits*, and by dropping this course you risk future registration until this requirement is met.

Once approval is granted, the student is responsible for dropping the course; courses will not be administratively dropped for them. Students who do not drop the course in their Student Center remain enrolled and are responsible for any charges and final course grades for the course.

## 28.4 Registration Holds

Students who have not enrolled in their Core math and English before completing 30 NS credits will have a hold placed on their account preventing future course enrollment.

## 28.5 Extension Petitions

Students may petition for a one-semester extension by completing the Continuous Enrollment Petition Form with the AAC. Students approved for an extension must enroll in the approved sections of the required Core math and English courses.

Students who wish to drop either Core math or Core English during the petition period will be required to receive drop consent from their Academic Advisor.

Students who do not successfully complete Core math and English in their petitioned semester will be restricted from taking courses at NS until Core math and English are completed. Students can take Core math and English during this restriction period through administrative enrollment. No other courses will be allowed.

## 28.6 Related Information

- [Continuous Enrollment Petition Form](#)
- NSHE Placement Policy – Title 4 - Codification of Board Policy Statements - Chapter 16
- AO 12: Placement Testing (Undergraduates)

### 28.6.1 Revision History

- Approved by Dr. Vickie Shields on 5/18/2022 and President DeRionne Pollard on 7/05/2022.

