

**1. Where should I go to request a status letter?**

*Students requesting a status letter should go to the Customer Service Section in the Annex Building to do the request.*

**2. Will I get to keep the credits I earned before I was asked to withdraw?**

*Yes, you are allowed to do so.*

**3. I was asked to withdraw as a result of unsatisfactory performance, how soon will I be allowed to resume my studies?**

*You may request a Waiver of Withdrawal from the Dean of the Faculty of Humanities and Education or resume studies in one year.*

**4. There is a “warning” status on my on-line student record. What does this mean?**

*This means that your academic performance is unsatisfactory as you failed to meet the GPA requirement of 2.0. If this repeats in the following semester of your studies, you will be asked to withdraw from the programme.*

**5. How do I apply to do a course as “Exams only”?**

*You may only register for an exam only course, if you failed the course and is repeating it in a subsequent semester.*

**6. Where can I apply for a go-through or a remark for a course I have failed?**

*A request for a ‘go-through’ or for a ‘remark’ must be made through the Examinations Section.*

**7. I missed an exam. What should I do?**

*The student will be asked to sit the examination when it is next offered. If the student missed an examination because of medical reasons, medical documents must be submitted to the University Health Centre which will forward an official medical certificate to the Examinations Section and to the relevant Department.*

**8. Where should I go to check on the dates of my examinations?**

*A copy of the timetable is sent to the student’s email address and it is also posted on the notice board at the undercroft. Students are advised to check the notice board for verification.*

**9. Is it true that first year courses will not affect my GPA?**

*Only level 2 and 3 course are used to determine your degree GPA*

**10. Can I do co-curricular credits?**

*The programme does not allow students to pursue co-curricular credits.*

**11. How many courses make up a minor?**

*To complete a minor, you are expected to do five (5) courses*

**12. What is a pre-requisite?**

*A pre-requisite is a course that a student must have successfully completed to be able to pursue a particular course.*

**13. How many courses am I permitted to do during the summer?**

*Students may do up to three (3) courses in the summer*

**14. Do I have to do courses outside my Faculty?**

*Students in the Bachelor of Education programme are expected to do content courses outside of the School of Education except for students in the Mathematics Education option.*

**15. How do I transfer to another Faculty?**

*The student will have to complete a transfer application form online.*

**16. How do I change to another Option in my Department?**

*You are expected to first have dialogue with your Option Coordinator. You will then be expected to make the request via the Student Administrative System (SAS) and then notify the Coordinator for Undergraduate Studies so that your request may be processed.*

**17. Is there a deadline for making an application for Leave of Absence?**

*Yes, students are usually notified via SASS.*

**18. How do I go about applying for Leave of Absence?**

*Students are required to apply for Leave of Absence online through the ASRM (Automated Student Request Module) on the Student Administrative System (SAS).*

**19. How do I request a change of status from part-time to full-time?**

*You are expected to make the request via the Student Administrative System and then notify the Coordinator for Undergraduate Studies so that your request may be processed.*

**20. How do I know which level a course belongs to?**

*Level 1 Course EDAB1ABCD*

*Level 2 Course EDAB2ABCD*

*Level 3 Course EDAB3ABCD*

**21. Where do I receive approval for over-rides for courses in red with the following components: Prerequisite, Test Score Error?**

*You are expected to request an override using the registration portal and then notify the Coordinator for Undergraduate Studies so that your request may be processed.*

**22. May I request special permission to do extra courses?**

*Permission may be given by the Coordinator for Undergraduate Studies*