



Spring 2023 Policy Reminders



Policy Reminders

- 1. Courses are offered based on the course descriptions specified in the 2023 Catalog. You need to follow your study plan to complete your program requirements.**
- 2. Course Substitution Requests: Some students may need to substitute a required course. Such requests must be submitted online before 11/26/2022.**
- 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. Graduation Petition: A student planning to graduate in the 2023 Spring term must petition and pay requisite fee before registering for classes.**

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 make a recommendation to the administrative staff to 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 trimester.**
- ✓ **Conduct online registration via [MySFBU](#) student portal.**

