

## Registering for Fewer than 12 Semester Hours

Students must secure permission in writing from the Dean of Undergraduates before registering for courses if they want to enroll for fewer than 12 credits. To request permission, write the Dean ([ugdean@rice.edu](mailto:ugdean@rice.edu)) and include the list of courses you wish to take, the total credit hours this represents, and the specific reasons for making the request. Consult with your major advisor(s) or the Office of Academic Advising prior to submitting your petition to address potential effects on your academic plan.

Students also should be aware that the Office of the Registrar must report a student's part-time status to various entities, such as loan agencies, scholarship foundations, insurance companies, etc. It is in the student's best interest to determine if they will be affected in any way by part-time status.

If you fall into any of the following categories, special considerations may apply if you wish to enroll in less than twelve hours. Consult the appropriate office about your eligibility and potential ramifications.

- Scholarship Athletes - NCAA rules; consult Academic Advising for Athletics
- International Students on non-immigrant visas (F) - maintaining status; consult the Office of International Students and Scholars
- Financial Aid - Financial aid regulations; consult the Office of Financial Aid
- Music Students – Consult Gary Smith ([gasmith@rice.edu](mailto:gasmith@rice.edu)), Associate Dean of the Shepherd School of Music

## Registering for More than 18/20 Semester Hours

**Matriculation prior to Fall 2016:** Students must secure permission in writing from the Office of the Academic Advising to register for more than 20 credits in any semester.

**Matriculation in Fall 2016 and after:** Students may register for up to 18 credits per semester, except music and architecture students who have an upper limit of 20 credits. After their first year, students may petition their major advisor(s) to register for 19-21 credits. Those who have not declared a major by the time they register will instead petition the Office of Academic Advising for permission.

Guidelines and petition forms for securing permission to exceed the credit maximum can be found at <http://oaa.rice.edu> under "Registration." Only transfer students may petition during their first-year at Rice. No student may receive more than the allowed number of credits in a semester (as determined by their matriculation year), including courses taken elsewhere, without prior written approval.

**No changes to your registration will be made until you submit the appropriate approved documentation to the Office of the Registrar.**