



Adult Accelerated Program (AAP) Top Ten List

	ITEM	POLICY	WHAT TO DO	FOR CHANGES OR QUESTIONS IN POLICY, CONTACT
1.	48 Hour Rule	Must enroll in classes by 4 pm two days (48 hours) before first class meeting	Enroll by contacting your advisor in Academic Advising, 502-585-9911, ext. 2165 or in your content area. Advisors have the authority to open Web Advisor for students.	In certain circumstances, may be overridden at discretion of: Dr. Linda Beattie, Chair AAP - 585-9911, ext. 2626 or lbeattie@spalding.edu
2.	Pre-Assignments	Pre-Assignments must be completed prior to the first class meeting	Get Syllabus or Module from AAP Web Site www.spalding.edu/AAP or Blackboard.	Dr. Beattie
3.	<u>Attendance:</u> First Meeting	Students must attend first class meeting; students who do not attend will be dropped from the class.	If you can't attend first class, Drop Course by contacting your advisor or printing the Drop Form, www.spalding.edu/forms . Complete form and deliver form to your advisor.	Dr. Beattie Academic Resource Center (ARC) or advisor in content area to add classes as needed.
4.	<u>Attendance:</u> Withdrawals	Students must withdraw if they miss two classes. Withdrawals that are completed <u>before the fourth class meeting</u> will receive a "W" on their transcript.	Print Withdrawal Form, www.spalding.edu/forms , complete form and deliver to your advisor.	Registrar's Office: 585-9911, ext. 2107 or registrar@spalding.edu
5.	<u>Attendance:</u> Drop Course	Want to drop the course? 100% tuition refund if dropped before class starts. Withdrawals that are completed before the fourth class meeting will receive "W" on transcript.	Drop Course by contacting your advisor or complete Drop Form and deliver form to your advisor.	Registrar's Office: 585-9911, ext. 2107 or registrar@spalding.edu
6.	Student Email	All students must use student email for Spalding Correspondence. For example, you can contact advisors or financial aid by email. Students who do not check Spalding email <u>will not be excused</u> for missing the information sent to their student email address.	Set-up email account and write down your Password. Using Spalding email protects students from: <ul style="list-style-type: none"> • Viruses • SPAM • Identify Theft 	Dr. Beattie
7.	Outside Classroom Work	10 to 15 hours each week	Manage time effectively.	Dr. Beattie or ARC 585-9911, ext 2165 for help with time management skills.
8.	Credit by Exam	CLEP, DANTES	Contact ARC at 585-9911, ext. 2165 to schedule test.	ARC
9.	<u>Crossovers:</u> Day Students taking AAP Courses	Day Students may take AAP courses if age 23 and unable to schedule a day course. Will pay Day Tuition rate.	Complete Crossover Form, obtain appropriate signatures, and take to the Registrar's Office. Complete Pre-Assignment before first class.	Dr. Beattie
	<u>Crossovers:</u> AAP students taking Day Classes	AAP Students may take Day courses and will pay Day Tuition rate.	Complete Crossover Form, obtain appropriate signatures, and take to the Registrar's Office.	Advisor
10.	New-Student Orientation	Students will learn about academic resources and student services and will be shown how to set up student email and use Blackboard and Web Advisor.	Call AAP Office at: 502-585-9911, ext. 2115 or Email: admissions@spalding.edu to sign up for next orientation.	Vicki Prince, AAP Office 585-9911, ext. 2243 or vprince@spalding.edu . Participation is required, for all new AAP students.