



**HODGES**

UNIVERSITY

*Stay Near. Go Far.*



# Registration Terms and Conditions

July 1, 2019

# Registration Terms and Conditions

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**REGISTRATION TERMS AND CONDITIONS**

**Section 1 – Charges:**

I understand and acknowledge that Hodges University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses and programs if registration falls below the required number in the University’s sole discretion. I understand and acknowledge that my charges will be calculated based on the current tuition and fee schedule that is listed below. I also understand that except for the BSN Core Program\*, all tuition and fees listed below are exclusive of textbook/resource fees, course fees, insurance fees, and other fees and charges as outlined below.

**1.1 - Tuition**

Clock Hour Certificate Program Tuition .....	\$10.00 per clock hour
Undergraduate Tuition for all Credit Hour Courses .....	\$575.00 per credit hour
Graduate Tuition for all Credit Hour Courses .....	\$750.00 per credit hour
English as a Second Language Program.....	\$290.00 per credit hour
IEP-0002-and ENI-0400 courses .....	\$330.00 per credit hour
Clinical Program Tuition*:	
BSN Core Program Tuition .....	\$16,372.50 per session
PTA Core Program Tuition.....	\$8,833.33 per session
CMHC Core Program Tuition (cohort).....	\$8,571.43 per session
CMHC Core Program Tuition (non-cohort)** .....	\$750 per credit hour
Undergraduate Degree Completion Wheel** .....	\$416.00 per credit hour
UPOWER™ Undergraduate Program Subscription** .....	\$3,000.00 per six months
UPOWER™ Graduate Program Subscription** .....	\$3,500.00 per six months

\* The Clinical Program Tuition listed above is effective for all cohorts beginning July 1, 2019 and later. Previous cohorts will maintain their cohort pricing as long as students remain continuously enrolled in the cohort.

The cohort pricing for the BSN Core Program includes tuition, textbook/resource fees, ATI Complete (course prep material and NCLEX-RN preparation), student services fees, two sets of uniforms (two tops, two pants, and 1 lab coat), stethoscope, required lab supplies, liability insurance for clinical placements, and lab fees. The cohort pricing does not include background check fees (annual Level II with fingerprints and 10 panel drug screen), required vaccines, health insurance, required annual physical exams, or the NCLEX-RN exam fee.

The cohort pricing for the PTA Core Program includes tuition, required lab supplies, and lab fees. The cohort pricing does not include licensure fees, NPTE (National Physical Therapy exam) or prep-course, background check fees (annual Level II with fingerprints and 10 panel

drug screen), required vaccines, health insurance, required annual physical exams, textbook/resource fees, or student service fees.

The cohort pricing for the CMHC Core Program includes tuition, textbooks/resource fees, student service fees, and the software fee for MHS 6800. The cohort pricing does not include background check fees, professional liability insurance, or health insurance.

The non-cohort pricing for the CMHC Core program includes tuition only. Textbook/resource fees, student service fees, software fees for MHS 6800, background check fees, professional liability insurance, health insurance, and all other fees are not included.

\*\* These programs are not currently accepting new enrollments.

### 1.2 – Discounts

Students should refer to the Student Handbook for details and eligibility requirements.

Active Duty Military Discount .....	\$250.00 per credit hour
CareerSource Discount .....	\$100.00 per credit hour
Employer Partner Discount.....	\$100.00 per credit hour
Hodges University Graduate (HUGS) Discount.....	\$100.00 per credit hour
International (Level 1) Discount.....	\$85.00 per credit hour
International (Level 2) Discount.....	\$60.00 per credit hour
Veteran Discount (no VA benefits) .....	\$100.00 per credit hour or \$2.00 per clock hour

Note: Clock Hour Certificate Programs, the English as a Second Language program, and all clinical programs (BSN, PTA, and CMHC) are ineligible for all discounts EXCEPT the Veteran Discount.

### 1.3 – Other Fees and Charges

Undergraduate Application Fee* .....	\$20.00
Graduate Application Fee* .....	\$50.00
Certification Fee.....	(varies – see below)
CGS-2515 MCAS Exam.....	\$80.00
CET-2026 CCNA.....	\$165.00
CET-2610 CCNA.....	\$165.00
CNT-4409 Security+.....	\$215.00
CTS-1138 A+ Lab/Certification Prep.....	\$195.00
CTS-2134 CompTIA Network+ Certification Prep.....	\$160.00
CTS-2353 MCP (70-741) .....	\$125.00
CTS-2354 MCP (70-740) .....	\$125.00
CTS-2358 MCP (70-742) .....	\$125.00
CTS-4116 Linux+ .....	\$165.00

Challenge Exam Testing Fee .....	\$100.00
Challenge Exam (awarding of credit).....	\$100.00 per credit hour
Graduation from an Academic Certificate Fee .....	\$25.00
Graduation from an Undergraduate Academic Program Fee .....	\$50.00
Graduation from a Graduate Academic Program Fee .....	\$100.00
HU Skills Inventory Re-examination Fee per subject.....	\$25.00
Laboratory Fee (applicable to all science courses with labs) .....	\$60.00
Late Intent to Graduate Fee* .....	\$25.00
Late Registration Fee* .....	\$25.00
Liability Insurance Fee for the following courses .....	\$40.00
EMS-2664 Paramedic Clinical I	
EMS-2661 Paramedic Field Internship	
PHT-2800 Clinical Internship I	
PHT-2810 Clinical Internship II	
Official Paper Transcript Fee* .....	\$10.00
Official PDF Transcript Fee* .....	\$5.00
Online Course Fee (per each OL/TEC) .....	\$40.00
Payment Plan Fee* .....	\$75.00
Proctoring for outside agencies/colleges .....	\$50.00
PTA Program Fee (cohorts starting prior to July 1, 2019 only) .....	\$500.00 - \$1,500.00 per session
Reentry Fee (for students returning after three or more sessions of nonattendance* .....	\$20.00
Resource Fee .....	varies per course
Return Check Fee* .....	\$50.00
Software Fee (non-cohort students only).....	\$197.00
MHS-6800 Clinical Mental Health Counseling Practicum	
Student ID Card Replacement Fee* .....	\$5.00
Student Services Fee* .....	\$250.00 per session
Withdrawal Fee* .....	\$100.00

\*Non-refundable

#### 1.4 - UPOWER™

If I am enrolled in a UPOWER™ program, I understand I will be assessed a flat tuition rate for a six-month subscription to the program and the subscription includes all student service and online fees. I understand I am required to purchase textbooks/e-textbooks/resources required for UPOWER™ courses and I am required to complete an interview with the program chair or designee to discuss policies, procedures, course sequencing, and general education courses offered.

## **Section 2: Academic Requirements**

### **2.1 – Course Syllabus**

I understand that each of my courses has a course syllabus that will be distributed to me as part of the materials provided by my instructor. I understand that this syllabus outlines the learning objectives for the course, the materials required, attendance requirements, and any other expectations required for successful completion of that course. I understand that my academic success, including the awarding of any credit for course completion, requires adherence to the specifications outlined in the course syllabus.

### **2.2 - UPOWER™**

I understand I will be required to register for eight (8) credits per subscription period for the purposes of establishing financial aid eligibility, but I may complete as many courses and credits as I can in a subscription period.

I understand the University's honors list process does not apply to students enrolled in UPOWER™ programs; however, graduation with honors will be applied to the student record during conferral of the degree.

I understand students enrolled in a UPOWER™ program are bound by the University's satisfactory academic progress policies and procedures as described in the University Catalog and/or University Student Handbook and I must complete at least one course in a subscription period in order to be eligible to register for the next subscription. If no grades are earned at the end of a subscription period, I understand and acknowledge I will earn an F for all courses not completed in a timely manner.

As a UPOWER™ student, I understand that I am responsible for reviewing the Financial Aid Requirements outlined in the University Catalog and that I should print a copy for my records. I also attest that I have completed an interview with my program chair and have been advised that:

- The UPOWER™ format is a 100 percent online delivery format.
- UPOWER™ courses are delivered via Canvas.
- I must have a high-speed Internet connection and a PC or Mac to successfully complete my course requirements.
- A faculty mentor is provided in every course.
- Some courses require the usage of third-party software.

- All additional fees will be assessed to me on my student account, which will include lab fees, resource fees, online fees, and/or any other fees that are assessed per course section.
- I am responsible for reviewing resource fee information by clicking the following link: <https://www.hodges.edu/studentaccountservices/resourcefees/>
- All courses are delivered in a pre-defined sequence.
- Some courses use a proctoring service to proctor the final assessments. Assessment exams that require proctoring are clearly marked. Proctoring software must be downloaded to use the service. There are no fees to me to use this service.
- I am responsible for reviewing the course syllabus to determine how the final grade will be calculated.
- I must complete the Exit Survey and Final Instructions in order to have my final grade posted and to progress to the next course in my sequence.
- If I have specific questions regarding my course or the content contained within the course, I am responsible for contacting my faculty mentor.
- I can progress at my own pace within this program.
- I understand that as a student enrolled in a UPOWER™ program, I must complete at least one course in a subscription period in order to be eligible to register for the next subscription. If no grades are earned at the end of a subscription period, I will earn an F for all courses not completed.
- After I have completed one course, any remaining courses that I start but do not complete by the end of a subscription period will be given a WP (withdraw passing) grade. The final grade for the course will appear as a WP on my transcript. If I register for the next subsequent subscription period, I will continue on within my Canvas section without the loss of any progress I have made. I understand, however, that this may negatively affect the calculation of my satisfactory academic progress.
- I understand that I only have two subscription periods to complete a course. After two subscription period attempts, I will be required to start the course from the beginning.
- Any course that I register for but do not access at the end of 30 days will be deleted from my student record and will not count as attempted credits for the subscription period.
- All prior academic transcripts must be reviewed and evaluated in order to determine course sequencing.
- Test outs or validation tests are not available in UPOWER™ programs.

- After faculty submit final grades for posting, it may take 24-48 hours before my next course is available.
- Due to the unique format of this program, honors are awarded at the end of the degree program and not at the end of each subscription period.
- I must apply to graduate when registering for my last subscription period. Degrees are conferred six times per year after the subscription period ends.
- A select number of general education courses are available in UPOWER™ format. I understand that my program chair will provide the options currently available.
- I understand that I am expected to check my Hodges email account on a daily basis.
- I understand that all coursework must be submitted one week prior to the end of the subscription period for grade calculation purposes.
- I understand that I must complete at least one activity within my course during the first 30 days of the subscription period. I acknowledge that if I make no attempt at any activities in my first course within the first 30 days, I will be automatically withdrawn from the program.

### 2.3 - UPOWER™ Digital Design and Graphics Students

In addition to the requirements above in section 2.1, I have also been advised and understand that the Digital Design and Graphics (DDG) program has the following additional technical requirements:

- Autodesk student software (AutoCAD, Inventor, etc.) is free to students for three years. I understand that I must have a subscription to the Adobe Creative Cloud software bundle (available for Mac or PC for \$19.99 through Adobe.com).
- All DDG Pre-Course and Post-Course Assessments, as well as Pre-Module and Post-Module Assessments, require both a written exam and an out of book portfolio/capstone project to be completed.
- All portfolio projects are scored on either a 100-point or 200-point rubric.
- I also understand that as a DDG student, I must be comfortable with technology and not afraid to problem solve.



### 2.4 - Self-Paced Learning

I understand access to tuition-free, self-paced learning courses are available to students meeting the requisite requirements. As a student taking self-paced courses, I understand that I am responsible for reviewing the requirements outlined in the University Catalog. I also understand that all UPOWER™ program requirements outlined above (unless otherwise specified below) also apply to Self-Paced tuition-free access. I also have been advised that:

- I must be registered full-time once the drop/add period ends.
- In order to be eligible for tuition-free access, I must not be required to complete remedial courses or IEP courses.
- I cannot take a course that needs to be repeated in the self-paced learning format.
- My Institutional GPA must be a 2.0. If I am a new student, I understand that I am exempt from this requirement for the first session only.
- I will have the duration of the registered session to complete the tuition-free course. If I fall below the full-time requirement at any point during the session, the tuition-free access will be revoked.
- Tuition-free learning courses may be added no later than the start of the 8<sup>th</sup> week of a session.
- I have been encouraged to contact the Office of Student Financial Services to verify my full-time status eligibility and to verify funding for the required course materials or other required fees.
- Any course that I start in the SPL format but do not complete by the end of the reporting session will be given a WP or an WF grade as outlined by the grade policy in the University Catalog. The WP or WF grade will display on my transcript. I understand by not completing the SPL course I will be subject to the course negatively affecting my completion ratio as outlined in the University Catalog.

### 2.5 – Physical Therapist Assistant Program

If I am enrolled in the Physical Therapist Assistant (PTA) Program, I understand that I am responsible for reviewing the program requirements outlined in the University Catalog and in the PTA Program Student Handbook. I acknowledge I have been advised that:

- PTA students who are contingently accepted to the program must successfully complete of all requirements and prerequisites. This includes but not limited health physicals, immunizations, proof of health insurance, background and drug screening, and official transcripts.
- PTA students who have a positive drug screen may not be admitted to the PTA Program due to the inability to be placed in clinical internship and, therefore, will be unable to complete the program and graduate.

- PTA students who do not have a successful Level II background check may not be admitted to the PTA Program due to the inability to be placed in clinical internship and, therefore, will be unable to complete the program and graduate. The student also may not qualify for licensure if the background check is not successful.
- All PTA students must submit completed immunization records prior to the start of the program with the exception of annual TB, flu, and Hepatitis B series.
- Hodges University's entry-level PTA Program is only available during the day and is a full time, 12-month program on the Naples campus. The daily schedule runs from 8:00 am – 5:00 pm, Monday through Friday.
- Clinical Placement close to home is not guaranteed. Placements include contracts with clinics, hospitals and skilled nursing facilities in Florida.
- Students, while on clinicals, are required to work the same schedule as their Clinical Instructor, which could include working earlier or later hours, weekends and holidays.
- Employment during the program is not recommended.

## 2.6 – Nursing Program

If I am enrolled in the Nursing Program, I understand that I am responsible for reviewing the program requirements outlined in the University Catalog and in the Nursing Program Student Handbook. I acknowledge I have been advised that:

- Nursing students who have a positive drug screen may not be admitted to the Nursing Program due to the inability to be placed in clinical internship and, therefore, will be unable to complete the program and graduate.
- Nursing students who do not have a successful Level II background check may not be admitted to the Nursing Program due to the inability to be placed in clinical internship and, therefore, will be unable to complete the program and graduate. The student also may not qualify for licensure if the background check is not successful.
- I understand that I may not participate in clinical experiences until I have all my records on file with Castlebranch (health history and physical examination form, Hepatitis B declination, and immunizations) and that these records must be on file prior to the first day of class and kept updated throughout the duration of the program.
- I agree to have my education, health, and background records released to professional/health care agencies requesting that information, and other agencies as designated by Hodges University who have a legitimate need for these student records.
- I will not discuss any patient, hospital, or staff information outside the confines of the classroom, clinical, or post-conference area and without the direction and guidance of the respective instructor or other nursing faculty. If at any time I have concerns regarding an occurrence in the clinical setting, I will discuss the concerns with the clinical instructor, course coordinator, or the department director. I understand that failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings.

## 2.7 – Clinical Mental Health Program

### 2.7.1 – General Requirements

If I am enrolled in the Clinical Mental Health Program, I understand that I am responsible for reviewing the program requirements outlined in the University Catalog and in the Clinical Mental Health Program Student Handbook. I acknowledge I have been advised that:

- The Hodges University Clinical Mental Health Counseling Program requires students to perform adequately in areas of academic assessment that include the ability to form and continue positive relationships with others; the ability to acquire and correctly use counseling knowledge and skills, and the ability to successfully complete all practicums and internships in the judgment of faculty and site supervisors.
- I understand that these expectations are in addition to the didactic coursework expectations and assessment procedures.
- I understand that I will be expected to continually improve my ability to demonstrate counseling competencies as I progress in the program.
- I further understand that the American Counseling Association 2014 Code of Ethics forms the basis of professional standards to which I must adhere.

### 2.7.2 – Clinical Mental Health Clinical Internship Requirements

If I am registering for a clinical internship course (as outlined in the University Catalog), I understand that as a condition of registration, I am agreeing to accept the following responsibilities:

- Become aware of the policies and procedures of the internship site.
- Attend all orientation programs concerning the field experience.
- Participate in all individual and group supervision associated with the learning experience.
- Establish the specifics of time commitments and schedules.
- Maintain appropriate professional appearance, be punctual, and adhere to site expectations.
- Assure that the site supervisor is kept fully informed about client contacts.
- Complete internship hours as specified above for internship requirements.
- Maintain a detailed log to be signed by the site supervisor and submitted to the faculty supervisor/clinical coordinator.
- Abide by the ethical standards and confidentiality laws established by the American Counseling Association.
- Obtain and maintain professional liability insurance.
- Complete a Supervisee Evaluation of Site Supervisor and Site at the conclusion of the field experience.

## 2.8 – Health Sciences Labs

If I am a student enrolling in BSC-1010C, BSC-1011C, BSC-1085C, BSC-1086C, BSC-2900, BCH-3025C, BMS-4136C, CHM-2025C, CHM-2045C, CHM-2046C, CHM-2210C, CHM-2211C, HSC-4900, MCB-3020C, PCB-3063C, PCB-3103C, PHY-2048C, or PHY-2049C I understand that these are lab courses and require the observation of certain guidelines in order to ensure my own safety and those of my classmates and instructors. As a condition of registering for these courses, I agree to adhere to the following lab safety guidelines:

- I understand that I must read my experiments before class.
- I understand that I am required to wear safety glasses during all laboratory work. This includes any time that I am in the laboratory area even if not actively working on lab activities.
- I understand that I am required to wear appropriate clothing that provides protection. This is preferably pants and close-toed shoes and shirts that do not expose the stomach or back.
- I understand that I am not allowed to wear contact lenses during labs.
- I understand that I am required to confine long hair, loose clothing, and dangling jewelry.
- I understand that eating, drinking, smoking, and applying cosmetics is not allowed in the laboratory. All food must be kept in a sealed container and away from the lab work area.
- I understand that I am required to thoroughly wash my hands with soap and water before leaving the laboratory. I should also immediately wash any affected skin if there is contact with chemicals or microorganisms.
- I understand that I am required to report all physical and chemical injuries to the lab instructor regardless of how minor an injury may seem. I am also required to report all spills, accidents, broken equipment, and cracked or broken glassware to my instructor immediately.
- I understand that I am required to know the location and operation of all safety equipment. This includes the fire extinguisher, fire alarm, eye wash, sinks, fume hood, shower, fire blanket, first aid kit, clean up materials for spills and broken glass, glass disposal box, and telephone.
- I understand that I am required to dispose of waste materials according to the directions of my lab instructor. Broken or disposable glassware should not be discarded in the normal waste bins.
- I understand that I am never allowed to work in the lab alone or unsupervised. I also understand that I am not permitted to perform unauthorized experiments.
- I understand that I am not permitted to pipette by mouth.
- I understand that I am to avoid touching hot objects and that I am not permitted to leave heat sources unattended.
- I understand that I am required to assist with keeping the laboratory work area orderly.
- I understand that I am required to carefully read the labels on reagent bottles and containers to make certain they are the correct supplies needed for the experiment.
- I understand that I am required to notify my instructor if I am pregnant, color blind, allergic to any insects or chemicals, or have any other medical condition that may require special precautionary measures in the laboratory. I understand that I will notify my

instructor of these concerns on the Special Health Concerns and Emergency Contact Information Form.

- I understand that if I do not have health insurance, that I am assuming responsibility for any financial costs resulting from my treatment and care that may be required as a result of any lab accident.
- I understand that I am responsible for leaving the laboratory clean and organized for the next class. This includes washing any glassware, returning all equipment to its proper place, and wiping off the counter space.

## 2.9 – Student Internships

I understand that if I am participating in a for-credit student internship, I am required to adhere to the following procedures.

- I will perform the assigned duties in a professional manner.
- I will adhere to the requirements outlined in the internship course syllabus.
- I understand that the internship site supervisor will evaluate and review my progress and will approve my timesheet and complete an evaluation form for me.
- I understand that the assigned internship coordinator will be responsible for the overall supervision of my internship.
- I understand that I am receiving college credit for the internship course and as a result, I am classified as a volunteer and not an employee of the internship site or of Hodges University. I understand this means that I am not entitled to any compensation or employment benefits from either the internship site or the University.

## Section 3: Withdrawal

I understand if I choose to withdraw, I must follow the procedures for withdrawal from the University outlined in the University Catalog. I also understand that any refund that may be due to me or any balance I will owe to the University as a result of withdrawing will be calculated in accordance with the institutional refund policy outlined in the University Catalog.

## Section 4: Financial Arrangements

### 4.1 – Payment Arrangements

I understand if I am a cash-paying student (without financial aid) or if I have an outstanding balance after all financial aid, I am required to contact the Office of Student Financial Services to make financial arrangements for the payment of my balance. I understand if I have an outstanding balance of less than \$500.00, my outstanding balance is due and payable in full on the first day of the session. I also understand that failure to pay my entire balance due on or before the end of the add/drop period will result in my course registration being cancelled.

If my outstanding balance is \$500.00 or greater, I understand that I am eligible for a payment plan, but that an administrative Payment Plan Fee will apply. I understand that the Payment Plan

Fee will be charged and I agree to pay all installments on time understanding that this means on or before the established due date. If payments are not made within ten (10) days of scheduled payment, my entire outstanding balance becomes due and payable in full. If I withdraw, calculations will be performed by the Office of Student Financial Services within thirty (30) days of my withdrawal to determine the remaining balance for this session and/or how much will be refunded in accordance with the U.S. Department of Education guidelines.

I understand that withdrawal from the University, with or without notice, could affect my federal and/or state financial assistance and may result in a balance due to the University. Should it become necessary for the University to retain an attorney or collection agency to secure payment of any amount due, I will be responsible for all collection costs and legal fees. I understand if I withdraw from the University, any remaining balance on my account will become immediately due and payable in full. I understand all payment agreements are calculated with an estimated financial aid award. Changes in my financial aid award may result in an amount due in excess of the payment agreement.

I understand if my remaining balance is not paid in full prior to ten (10) days before the last day of the session, I may not be permitted to take final examinations, register for courses in the following session, receive any final grades, receive transcripts, graduate, and/or receive my diploma.

#### 4.2 - Credit Balances

I understand any credit balances on my account will be credited to me on the next, regularly scheduled refund date in accordance with the refund preference selected in accordance with the schedule and policies outlined in the Hodges University Catalog.

#### 4.3 - Financial Aid

In order to receive federal or state financial aid funds, I understand I must have legal status in the United States. If I am an ESL student, I also understand that the only financial aid funds available to me in this program are Federal Pell Grant (Title IV) funds. To be eligible to receive Title IV funds, I must demonstrate that improving my English language skills will enhance my ability to pursue job opportunities in my current or previous occupation or in a related field. I understand I must complete my Free Application for Federal Student Aid (FAFSA) form prior to registration. If I register for more credit hours than what my financial aid will cover, I understand I will have an outstanding balance that will be due to the Office of Student Financial Services. I also understand that, if the number of credit hours or courses for which I am registered changes, I must contact the Office of Student Financial Services and acknowledge that the number of credit hours I register for impacts my eligibility for both federal and state financial aid.

I consent to participating in electronic transactions of financial information provided or made available to student loan borrowers and for all notices and authorizations provided to state and federal student aid recipients.

I understand that, if I withdraw from the University while making use of financial aid resources, my charges and financial aid eligibility will be calculated in accordance with the Return to Title IV Policy outlined in the University Catalog.

### **Section 5: Scholarships**

I understand and acknowledge that the following terms apply to any University scholarships for which I may apply.

1. Applying for a scholarship does not guarantee that one will be awarded.
2. Awarded scholarships must be applied in the 4-month session for which they are designated, or they will be forfeited.
3. All scholarships will be awarded in accordance with the policies and procedures outlined in the University Student Handbook.
4. All efforts are made to maintain fairness and equality in awarding of scholarships, and, in all cases, the Hodges University Scholarship Committee's awarding of scholarships is final.
5. Note: Clock Hour Certificate Programs, the English as a Second Language program, and all clinical programs (BSN, PTA, and CMHC) are ineligible for all general scholarships and are instead, only eligible for program-specific scholarships.

### **Section 6: Registration**

Registration occurs prior to the beginning of each session. Registration for UPOWER™ programs begins the first day of the sixth month of the subscription period. New students receive academic advisement and registration instructions from the Office of Student Experience. Continuing students receive recommendations from their Student Experience advisor approximately one month in advance of the last day of the session and register online.

I understand and accept responsibility for ensuring all courses for which I register are appropriate to my degree program and I am ultimately responsible for knowing and fulfilling University and program requirements for graduation. I understand that, while academic degree requirements are determined by the Hodges University Catalog in effect at the time of my enrollment that is listed on my Academic Evaluation, I am responsible for observing and following all University policies outlined in the Hodges University Catalog and University Student Handbook in effect at the time of this registration.

I accept responsibility for the accuracy of all information submitted online to the University. I also agree to complete a Schedule Change/Withdrawal Form in the Student Self-Service system to officially withdraw from the University or to make any other schedule change after online registration that affects my enrollment status in any class.

For 4-week courses, the add/drop period is the first two days (Monday and Tuesday) of each course. For 8-week courses, the add/drop period is the first four days (Monday through Thursday) of each course. For 16-week courses, the add/drop period is the first eight days (Monday through Monday) of each course. I understand that in all cases, at the end of the drop/add period, my status will be permanent for the entirety of the remainder of the session, for purposes of tuition/fee charges for classes, and the amount of financial aid eligibility.

For UPOWER™ programs, the first eight days of the six-month subscription session is the drop period. If I want to drop a class, I understand the desired change must be accomplished by completing a Schedule Change/Withdrawal Form in the Student Self-Service system by the end of the eighth day of the subscription period. I further understand that, at the end of the drop period, my student status will be permanent for the whole session, both in terms of charges for classes and in amount of financial aid eligibility. I understand and acknowledge that students enrolled in a UPOWER™ program are permitted to add courses throughout the six-month subscription session.

### **Section 7: Communications**

As a student at Hodges University, I understand I may periodically receive text messages from administration and/or faculty. I understand that, depending on my cellular plan, some of these messages may incur charges with my carrier. I agree I am solely responsible for any and all charges incurred due to the receipt of text messages, SMS messages or the like. If my messaging system may incur charges, I understand the first message I receive will give me the option to opt-out of receiving future text messages.

### **Section 8: Student Work**

I understand and acknowledge that the University reserves the right to retain samples of my coursework and to use photographs or videotapes of me and my coursework. I understand that if for any reason I wish to opt out of this policy, I must contact my advisor in the Office of Student Experience who will work with me and the University's marketing department to identify alternatives.

### **Section 9: Student rights/responsibilities**

I understand acceptance to the University and matriculation entitles each student to the rights and privileges of membership in the Hodges University community. As in other communities, I understand I must assume the responsibilities and obligations accompanying these privileges. I acknowledge that the responsibility for maintaining appropriate standards of conduct and observing all University regulations and policies rests solely with me.

I acknowledge that at or before matriculation and at various points throughout my academic career including at every point of registration, I am given access to the University Catalog, University Student Handbook, and various brochures and other publications that set forth the



policies and regulations under which the University operates. I understand these are subject to change with or without notice to me. I understand it is my responsibility to become familiar with these policies and regulations and to comply accordingly. My ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

As a student of Hodges University, I understand I have certain rights with respect to my educational records as governed by the Family Educational Rights and Privacy Act (FERPA) and in accordance with the established policies of the University. I understand my rights and responsibilities as a student are outlined in the University Student Handbook. I acknowledge that I have been informed of these rights and responsibilities. I understand that the University's records policies are outlined in the University Catalog and Student Handbook. I acknowledge that I have been informed of these policies.

To the extent the General Data Protection Regulation ("GDPR") is applicable to me, I hereby consent to the processing of my Personal Data as defined by the GDPR for the purposes outlined and provided for in Hodges' policies, as amended from time to time. I understand that in certain circumstances, I have the right to object to the processing of my Personal Data. I further understand that I have the right to request (1) access to my Personal Data; (2) rectification of mistakes or errors and/or erasure of my Personal Data; (3) that Hodges restrict processing of my Personal Data; and (4) that Hodges provide my Personal Data upon request in a portable format.

### **Section 10: Course materials**

Hodges University strives diligently to provide course materials to students at a rate that is less than what students would pay to purchase the same course materials independently. I understand a required Resource Fee will be charged to me for each course I am registered for. This fee will cover all required materials for each course section.

I understand that some Hodges University courses are designated as having zero textbook cost (ZTC). This means the course has been designed in such a way where I do not have a cost for books, access links, or any other associated course costs. I understand that ZTC courses are designed with Open Educational Resources (OER) and / or include learning materials such as links to scholarly and professional websites, resources from library databases, or materials created by Hodges University professors (e.g. digital handouts and recorded presentations).

As a student paying tuition and fees, I understand I have the right to opt out of the Resource Fee and purchase my textbooks or other course materials on my own. I acknowledge that I was provided information above on how to opt out of the Resource Fee. I understand that this is my one opportunity to opt out of the Resource Fee, and that after my registration is complete, I will no longer be able to opt out. If I opt out of the Resource Fee, I understand I will not be able to use Title IV financial aid to purchase my course materials.

### **Section 11: Orientation**

If I am a new student at the University or returning to the University after an absence exceeding three sessions, I understand I am required to complete an online orientation program designed to familiarize me with the University's processes, procedures, policies, and resources. I understand the goal of this orientation program is to enhance my ability to achieve academic success.

### **Section 12: ID cards**

I understand that all students are required to obtain and visibly display their University ID card at all times while on campus, and that distance education students are required to obtain an ID card for purposes of a picture ID and to access library services and privileges while on campus. I understand I am strictly prohibited from loaning or sharing my ID with anyone. If my ID is lost or stolen, I understand I must immediately report the loss to the Office of Student Financial Services. I also understand the replacement of my lost or stolen ID card will be at my expense.

### **Section 13: Academic Honesty**

As a condition of registration, I agree to follow the University's Academic Honesty Policy as outlined in the University Student Handbook. I understand I must adhere to the principles of academic honesty contained in this policy, and if I violate this policy, I further understand I will be subject to the corresponding sanctions that may impact my academic standing with the University.

### **Section 14: Drug/Substance Abuse Prevention**

I understand and am aware that the University has established a substance abuse awareness program to inform students about: 1) the dangers of drug abuse; 2) Hodges University's policy of maintaining a drug-free school; 3) available drug counseling, rehabilitation, and student assistance programs; and 4) penalties that may be imposed on me for drug abuse violations occurring on campus. I understand this information is contained in the University Student Handbook. I have reviewed the University Student Handbook and understand the conditions, resources, and policies relating to substance abuse contained therein.

### **Section 15: International Students**

If I am an international student, I understand that there are certain additional requirements for admission to the University that may include additional charges and fees. I further understand and acknowledge that the specific requirements for admission of international students to the University are spelled out in detail in the University Catalog. I acknowledge that I have read and understand these additional requirements and have been fully informed of any and all additional fees.

In addition, I understand that international students have specific guidelines that must be followed. As an international student (F-1 student), I understand that it is my responsibility, to adhere to the standards, rules, and regulations for international students outlined in the University Catalog. Additionally, I understand that it is my responsibility to verify that all of my information on file with my campus Designated School Official (DSO) is accurate and that all of my documentation (e.g. I-20, passport, visa, etc.) is current. I further understand that failure to adhere to these requirements may jeopardize my Student status. I understand that willingly committing a “violation” such as unauthorized employment automatically removes me from lawful F-1 status. I understand that once out of status, I must file an application for reinstatement (within 15 days) or leave the country immediately.

I further acknowledge that while the DSO is knowledgeable and happy to assist with filing documents, I have been advised that when seeking any change to my personal status, including applying for Change of Status, Curricular Training (CPT), or Optional Practical Training (OPT), it is strongly recommended that I speak with an immigration attorney to discuss risks, concerns, to receive advice, or to file applications, directly. I understand that it is my responsibility to contact the institution’s DSO/PDSO prior to any of the following:

- When my I-20 is about to expire
- When I wish to leave the country
- When I wish to take a session off
- When I wish to change my US domestic address
- When I wish to transfer to another institution
- When I wish to drop below a full-time course of study
- When I wish to apply for OPT or any form of employment

If I am a visiting tourist (Tourist Visa), I understand that there are specific guidelines that must be followed. As a visiting tourist, I understand that it is my responsibility to adhere to the standards, rules, and regulations of my status. I am only permitted to enroll in English as a Second Language Program courses recreationally or avocationally. I understand and acknowledge that I am ineligible to enroll in standard academic courses and/or degree or certificate programs. I understand that I am only permitted to enroll part-time in English as a Second Language (ESL) classes (not more than two courses per session) and that I am ineligible to earn the ESL completion certificate or receive monetary refunds. I understand that it is my responsibility to verify all of my information on file is accurate, that my I-94 is current, and that the 4-month academic session is within my allowed visiting dates.

### **Section 16: Nondiscrimination**

Hodges University does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or disability in the provision of educational opportunities or employment opportunities and benefits. All members of the University community are valued equally. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of all applicable federal and state legislation and regulations including, but not limited to, Title IX of the

Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to both employment by and admission to Hodges University. As a student at the University, I understand I am required to observe the University's nondiscrimination policies as outlined in the Hodges University Catalog and University Student Handbook.

### **Section 17: Campus Security**

Hodges Annual Security Report (Campus Security Policy (Clery Act)) and Crime Stats can be found at: <http://www.hodges.edu/consumer-information/>. The security report describes Hodges Annual Security Plan and the Crime Stats report lists the number and types of crimes committed on or near campus each year. I acknowledge receipt of this security report and understand that, as a student at the University, I am required to observe the University's Title IX policies as outlined in the University Student Handbook.

### **Section 18: Legal**

#### **RESOLUTION OF DISPUTES: WAIVER OF JURY TRIAL**

*I understand that by registering for classes, I (the student) and the University irrevocably waive any and all right to a trial by jury to address or redress any claim, counterclaim, cause of action or other grievance, whether legal, administrative or equitable in nature, that arises out of any dispute relating to their relationship, including but not limited to admission, denial of admission, payment or non-payment of tuition, or cessation of their relationship. Both the university and I agree that any legal, administrative or equitable proceeding arising out of any dispute relating to our relationship shall be conducted via only a bench trial (i.e., Judge-only), and shall take place in the Circuit Court for Collier County, Florida.*

### **Section 19: Documents**

I understand all students are required to review the Hodges University Catalog and University Student Handbook. These documents cover the academic policies of the institution (Catalog) and the student conduct requirements (Student Handbook) that all students are required to observe.