

## 3.34 Student Registration Responsibilities

1. The student must submit the report to the Counselling Unit one month before the exam.
2. Request special accommodation for the exam in timely manner.
3. Follow the *University Examination Special Accommodation Policy*.
4. Plan with the instructor for special accommodation for the exams after obtaining the approval of the Deanship of Student Affairs, Admissions, & Registration.
5. Notify the instructor and/or Deanship of Student Affairs, Admissions, & Registration of any changes in the arrangements.
6. Discuss any concerns with the instructor and/or Deanship of Student Affairs, Admissions, & Registration, so appropriate steps can be taken to correct the situation.
7. Adhere to the *University Rules and Regulations of Undergraduate Study and Examinations*.