



Title: Credit Course Registration	
Page 1 of 4	Implementing Procedure For Policy: N/A
Date Approved: 08/05/09 Date Revised: 04/07/21	Division: Academic Affairs

The following definitions and procedures establish a credit course registration process that promotes student success in courses, provides flexibility in the creation of course schedules, and allows the College to adhere to state reporting and federal financial aid guidelines.

DEFINITIONS

Add/drop is the process by which students make adjustments to their course schedule beginning on the first day of class in a given term. This is accomplished by dropping existing courses and/or adding new courses to their schedule.

Alternate Calendar Courses are courses that have different start and end dates from those of the regular fall, spring, and summer semesters.

Alternate registration is the process by which students can add courses after the designated add/drop deadline.

Attendance verification is the process by which faculty members report students that have attended a particular course section at least once, for financial aid purposes.

Faculty authorization is the process by which faculty members authorize students to override the enrollment capacity of particular courses.

Freeze date is the designated date when students' course loads are identified for the purpose of awarding financial aid. Changes to schedules after this date may not be reflected in a student's financial aid disbursement.

Registration is the process by which students select and enroll in courses.

Roster verification is the process by which faculty members verify that the students attending class are on the course roster.

COURSE REGISTRATION PROCEDURES

Course Registration

Registration opens for new and current students according to the published registration calendar. Whenever possible, students should be directed to their web portal to register for courses. In-person registrations should occur only when necessary and only when the appropriate Add/Drop

Registration Form is completed and signed by the student. When processed, this form will be forwarded to the Registrar's Office for documentation and inclusion in the student's record.

Faculty Authorization

When a faculty member wishes to allow a student to add a course already at capacity, he/she must enter an authorization for the student on the instructor's portal. This authorization does not register the student, but rather overrides the "closed" status of the section, allowing only that particular student to add the course online using the web portal. Once the authorization is entered, the faculty member should direct the student to use the web portal to register for the course. Students should only be referred to the Enrollment Services Center if there is a problem with the authorization or registration process.

Add/Drop

Students should be directed to add and drop courses through the Student Web Portal during the designated time periods below.

- Fall and spring terms: Adding courses will be allowed the first 3 business days of the semester, and dropping courses will be allowed the first 5 business days of the semester;
- Summer terms and mini-mesters: Adding courses will be allowed the first 2 business days of the semester, and dropping courses will be allowed the first 3 business days of the semester;
- Courses on alternate calendars: Adding and dropping courses may not be allowed, due to the shortened nature of the term. Faculty and department administrators will coordinate with the Vice President for Instructional Affairs to establish appropriate deadlines.

In addition, students who are registered in a course meeting for the first time after the published add/drop period will have one business day to drop the course. These students should visit the Enrollment Services Center to drop the course in person.

NOTE: Unforeseen circumstances may necessitate a variance from, or an exception to, these established add/drop periods. In such cases, the vice presidents of instruction and student affairs will confer and submit an alternate add/drop period to the President for approval.

Alternate Registration

Students must use the alternate registration process to make changes to their semester schedules after the designated add/drop period. To do so, they must obtain an Alternate Registration Form from the Enrollment Services Center and follow the guidelines provided. The alternate registration process will be restricted to five business days following the last day to add courses.

In order to promote student success and the importance of attendance on the first day of class, students should not be encouraged to use the alternate registration process unless one of the following circumstances applies:

- Student is purged from course(s) due to college error
- Course section is cancelled
- Instructor has granted permission to register for course
- Course is needed for graduation at the end of the term
- Administrative exception is granted

Section Changes

If it is necessary for a student to change to a different section of a course, the student must complete a Section Change Form during the Alternate Registration period. Section change forms are available in the academic departments and must be submitted to the Enrollment Services Center for

processing. Section change forms should only be used to accommodate extenuating circumstances that have been approved by the instructor who will be receiving the student enrollment.

NOTE: Students who add a new course or who enter a section of a course that has an online component will have their enrollment updated in ANGEL within one business day.

Roster Verification

Rosters fluctuate during the add/drop and alternate registration periods as students make changes to their semester schedules; therefore, faculty members are encouraged to check course rosters through the faculty portal throughout the add/drop period. The first official roster verification should occur the business day after the add/drop period (i.e., after the last day to drop). Faculty members who have students attending their class that are not on the course roster at that time should send those students to the Enrollment Services Center immediately to correct the issue.

Faculty members are also encouraged to verify the accuracy of course rosters throughout the semester to identify roster discrepancies that should be forwarded to the Enrollment Services Center for correction prior to the issuance of grades.

Attendance Verification

To comply with federal financial aid guidelines, the College is required to document whether a student has attended each enrolled course at least one time prior to disbursing the student's financial aid award. As a result, for each course, faculty members must submit the initial attendance verification on the business day following the last day of the alternate registration period.

Faculty members who complete the attendance verification process prior to this day should review the attendance verification submission again on the business day after the alternate registration period ends. At that time, they should record initial attendance for any student who was added to the course roster during the alternate registration period and re-submit the attendance verification.

Faculty teaching online courses should enter initial attendance verification based on whether the student has logged into the course by the designated verification date.

Financial Aid Freeze Date

The financial aid freeze date will be the second business day after the end of the alternate registration period, which is the day after faculty members submit attendance verifications. At this time, schedule changes should be completed and course rosters verified. Financial aid awards will be determined at this time based on the student's course enrollment.

Vice President for Academic Affairs

Date

Vice President for Student Affairs

Date

Approved by President

Date