

## REGISTRATION

Students are eligible to attend classes and receive grades only if they are properly registered, have signed in on registration day, and have received financial clearance. Any student who is not properly registered will be denied entrance to class. Fulfillment of registration requirements is the individual student's responsibility. All students are required to read and follow procedures and guidelines outlined by the Registrar. Students with a cumulative average below 3.25 may register for an overload (i.e., more than 16 semester hours) only with the permission of the academic advisor. **They will be billed for the overload credits as outlined in the current College Catalogue.**

## CONFIRMATION OF REGISTRATION

All students must confirm registration at the designated times. Students who have outstanding bills will not be allowed to confirm registration until satisfactory arrangements have been made with the Bursar's Office.

## STUDENT SCHEDULE

Students are registered for the courses that appear on the student schedule, which is provided at confirmation of registration. Students are responsible for any changes required to correct their enrollment. Failure to deliver a completed Change of Registration Status form to the Registrar's Office may result in additional charges, late fees or failing grades for courses not dropped. Sitting in class without officially registering does not mean that credit will be awarded. **It is the responsibility of the student to insure that he or she is properly enrolled in the correct courses.**

## LATE REGISTRATION

Late registration is permitted only in exceptional cases and upon payment of a late fee. Only in rare cases will a student be allowed to register or add a course after the beginning of the second week of classes. Late fees will be assessed at the rate published in the **current College Catalogue.**

## ADD/DROP PERIOD

The first week of classes is the Add/Drop Period; **FOR SUMMER SESSIONS, IT IS THE FIRST TWO DAYS OF CLASSES.** Courses may be added or dropped during this period. Tuition charges are established based on one's course load at the end of the Add/Drop period.

## WITHDRAWAL

Withdrawing from one or more courses or from the College after the Add/Drop period will result in a W on the transcript for each such course. This will be the case for the first four weeks of classes of a fall or spring semester and through the first week of classes of a summer session. No fee is assessed for such actions. However, such courses are included in the tuition charges for a semester or summer session. Students may not, on their own initiative, withdraw from courses after the first four weeks of fall or spring semester or the first week of a summer session. Only the instructor may initiate withdrawal after these periods; in each such instance, the grade reported will be WP or WF.

## **AUDITING A COURSE**

A student, who elects to enroll in a course for no credit, may do so by marking audit in the appropriate block on the registration form. Students may not change from credit to audit or the reverse after the first week of classes (add/drop period). Audit courses are posted on the academic record with the grade notation of "AU" with no academic credit awarded. See the Tuition and Fees section of the College Catalogue for billing information.

## **CLASS STANDING**

Class standing is determined by the successful completion of the requisite number of semester hours:

<b>Freshmen</b>	<b>0-25</b>
<b>Sophomore</b>	<b>26- 55</b>
<b>Junior</b>	<b>56-87</b>
<b>Senior</b>	<b>88+</b>

## **TRANSCRIPTS**

An official transcript is one that bears the seal of the College and the signature of the Registrar. Each request for an official transcript must be accompanied by a signed request from the student and a \$10.00 fee. Transcript request forms are available in the Office of the Registrar.

**THE COLLEGE RESERVES THE RIGHT TO ADD OR DROP  
COURSES FROM THE SCHEDULE  
OR TO MAKE OTHER CHANGES DEEMED NECESSARY.**