



REGISTRATION

POLICY

Registration for the subsequent quarter will be held approximately three (3) weeks prior to the final exam week. Approximately four (4) weeks prior to the final exam week, schedules will be released to the student body. Those students who are on special schedules will be informed that they must meet with their success coach or a member of the registrar's staff during the week prior to registration for advisement.

During registration week, all students should register at the designated times published by the registrar's office. Registration is completed online. Students on regular schedules must register according to their respective class schedule. Students on alternative schedules must register as directed during the pre-registration advisement.

Students who have not been cleared by the library, business office or financial aid office will not be permitted to register for classes until such clearance has been received by the registrar's office.

Students currently enrolled at the college must register by the last day of the published registration period for the following term or pay a late fee. Students registering after the last day of the registration period, but by the last day of final exams, will be assessed a late fee of \$50.00. Students registering after the last day of final exams will be assessed a late fee of \$100.00.

Students not currently enrolled at the college who do not register prior to the first day of classes in the registration term will be assessed a late fee of \$100.00 (See Policy 3023 – Late Registration Fee).