

Enrollment Services

Academic Services

Registration Policy For Students

Students are responsible for their own registrations. They should not count on others, including instructors, to register for them. Students who attend a class without registering for it will not receive credit for that class.

Students may add classes freely during the first week of the term. Starting with the second week of the term, students must obtain the instructor's signature on an add slip to add a class. The student must present the signed add slip to the Enrollment Services Center, where staff will add the class if there are no holds that prevent registration. Holds must be resolved before any class is added. The deadline for adding with instructor approval is Friday of the second week of the term.

To add a class after the second week of the term, a student must obtain both the instructor's signature and the school dean's signature on the add slip. Students will also be charged a \$100 late registration fee for each class added after the Friday of the second week of the term. Classes may be added in this manner through the Friday of the fourth week of the term.

Students who register late will be responsible for the financial impact of that late registration. Adding credits will likely add tuition and fees to the students' accounts.

Students who believe their academic record is incorrect for reasons beyond their control may file an appeal. Academic appeal forms and instructions are available in the Enrollment Services Center. Be advised that financial aid cannot be adjusted for a prior academic year.

Students should keep a watchful eye on their registration status during each term. If they see a problem, they should resolve it by contacting the Enrollment Services Center as soon as possible before the term ends.