

TITLE: REGISTRATION

All students must complete regular admission requirements before they will be permitted to register.

Specific information concerning registration is sent to all currently enrolled students and incoming freshmen. Registration procedures and information are published in the local newspapers in addition to being posted on the bulletin boards in the college.

As a part of the process of admission, each student enrolled in a program of study is assigned to a faculty advisor who will assist and advise the student in drawing up a class schedule during formal registration.

The last day any student may register for regularly scheduled classes during any semester and the last day a student may drop a course will be published with the yearly Academic Calendar.

The Vice President of Student Services acts as the Registrar. It is the registrar's duty to preserve the academic integrity of the institution and to establish and maintain accurate permanent academic records. The registrar is also responsible for evaluating transcripts of transfer students and for the certification of graduation requirements.

Date of Adoption: 10/30/84

Revised: 1/29/92, 4/30/13, 7/13/2020