

	<b>POLICY</b>	<b>Motion No.</b>	<b>AASS 1016-2019</b>
	<b>Registration</b>	<b>Effective Date</b>	<b>06/25/19</b>
		<b>Responsible Department</b>	<b>Academic Affairs/Student Services</b>
		<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

**POLICY**

**Registration**

Registration is the process of selecting courses and completing the necessary processes to have the selections entered into the College records. Payment for all related charges must be made by the tuition due date specified for the semester.

Dates for registration periods are listed in the Academic Calendar.

**Change of Major**

Students who wish to change their major must complete a Change of Major Form. A change of major may require a change in the assigned academic advisor. This form may be obtained in the Registrar's Office or via the college portal.

**Adding/Dropping Classes**

Once a semester begins, students may make changes to their schedule through the college portal or by completing and signing an Add/Drop Form. These forms may be obtained online at the College's website. Students who wish to add or drop a course must do so within the Add/Drop period designated by the College each semester. The official date of drop/withdrawal is the date the change is made via the college portal or the date the form is submitted to the Registrar's Office. Students should consult their academic advisor and the Student Financial Services Office before dropping a course. Schedule changes may also impact a student's financial aid eligibility.

No course can be added after the Add/Drop period is over except in special circumstances as determined by the Dean of Enrollment Services and Registrar in consultation with the Academic Office.

**Transcripts**

The College will provide official transcripts of students' academic records upon the written request of the student. All official transcripts will be delivered directly to the recipient. Any copies of transcripts hand delivered by the student will be considered unofficial copies.

**Withdrawal Process**

Students who wish to withdraw from a course after the end of the Add/Drop period but before the deadline for a student initiated withdrawal, must complete a Course Withdrawal Form. In no case should a student rely on a verbal statement as evidence of withdrawal. Official withdrawal requires the student's

signature in consultation with an academic advisor and Student Financial Services Office. The completed Course Withdrawal Form must be submitted to the Registrar's Office. Non-attendance does not constitute official withdrawal. A "W" grade will be assigned for the withdrawn courses.

**Total Semester Withdrawal**

Students who wish to withdraw from all courses after the Add/Drop period of the semester but before the deadline for student initiated withdrawal must complete and sign a Total Semester Withdrawal Form in consultation with the academic advisor, Student Financial Services Office, and Registrar's Office. A "W" grade will be assigned for the withdrawn courses.

**MEDICAL/EMERGENCY WITHDRAWAL**

Students who experience serious medical or emergency issues following the deadline for student initiated withdrawal may request a medical/emergency withdrawal. Medical/Emergency Withdrawal Request forms may be obtained by contacting the Registrar's Office. Completed forms must be submitted with proper documentation and must be received prior to the end of the semester. Dates provided on medical or emergency documentation and the date of the request submission will be considered when evaluating Medical/Emergency Withdrawal Requests. Prior to returning to the College after an approved Medical/Emergency Withdrawal, a student must meet with and receive approval from the Dean of Enrollment Services and Registrar.

In order to be considered for a medical/emergency withdrawal, students must meet the following requirements:

- Student must be passing the current semester courses with regular class attendance at the time of the medical/emergency concern or intervention.
- Student must provide a written summary of the medical/emergency circumstances which are preventing the completion of the semester accompanied by appropriate documentation of support from a health care provider, case worker, social worker, or counselor if warranted.

A "W" grade will be assigned for the withdrawn courses.

Effective Date	Motion Number	Document Author	Description of Change
06/25/19	AASS 1016-2019	Academic Affairs / Student Services	Initial Release