

Registration

1. Standard Registration for Fall Semester

- a. Policy: Students admitted to the College formally register for classes through the academic advising process. Prior to registration, students must ensure their accounts are up to date with the Business Office and their health records file is current with the Engle Health Center. Students with a Chapel Hold must receive clearance from the College Ministries Office. Any student not in compliance with these requirements will be blocked from registration.
- b. Procedure:
 - (1) Registration materials, including the Schedule of Classes are distributed to current students around March 30.
 - (2) Students meet with their academic advisor to discuss course selections for the upcoming registration. Desired courses are listed on the "Registration Request" form. This form is signed by the student and his/her advisor. A copy remains with the advisor and the student retains a copy.
 - (3) At the conclusion of the advising meeting, the advisor issues the student's personal identification number (PIN). The PIN is required to log on to the online registration system and is therefore tightly controlled, disseminated only by the advisor or the Registrar's Office to the advisor.
- c. Rationale: Uniformity of procedure is required to handle the large volume of students and ensure fairness to all students. Advisor's signature is required to ensure the student is taking courses appropriate to his or her major, interests and abilities. Proof of payment is required to ensure that students do not build up large balances which they are unable to pay. Clearance from the Engle Health Center is required to ensure that all health records are complete and accurate for each student in case of emergency. Obligations with the College Ministries Office are an essential component that requires the student's commitment.

2. Spring Semester Registration

Registration procedures for the spring semester are similar to the fall registration procedures. Students will register for both the January Term and the Spring Term (May term Cross-Cultural classes are optional). Registration materials are distributed to current students around October 30.

3. Drop/Add (Change in Registration)

- a. After initial registration, changes of courses to the original schedule should be discussed with the advisor. After the first week of classes, changes in courses require the written approval of the instructor(s) and advisor on a "Drop/Add" form. The requests are submitted to the Registrar's Office in accordance with the published deadlines.
- b. Procedure:
 - (1) Students contact their advisor prior to changing courses on their schedule.

- (2) Subsequent to the contact with their advisor, students log on to the online registration system (through the end of the first week of classes) to make schedule adjustments.
 - (3) Beginning with the second week of classes, all changes to the student's schedule will be processed through the Registrar's Office with the "drop/add" form. The signatures of the instructor(s) and advisor are required.
 - (a) During the first third of the semester/term, courses may be dropped with the required signatures.
 - (b) During the middle third of the semester, a grade of WP (if student is doing passing work) or WF (if student is failing) is recorded and appears on the student's transcript. Neither grade (WP or WF) affects the student's GPA.
 - (c) During the final third of the semester, withdrawals are not permitted, except for medical or other emergencies. Unofficial withdrawals are recorded with a grade of F.
 - (4) After the first week of the semester a fee of \$10.00 per processed Drop/Add Request is charged to the student's account. Charges are pro-rated for any Drop/Add Requests made during the January term.
 - (5) All requests for dropping or adding courses after the published deadlines, due to neglect or failure to follow the procedures outlined above, will be reviewed by the Registrar. A late registration fee of \$25.00 (per course) will be charged if the change is approved.
- c. Rationale: Drop/Add procedures emphasize the importance of student responsibility the advisor/advisee relationship while providing flexibility and convenience to the process. Changes occurring later in the semester insure students have the opportunity for counseling.