

Section: Academic Administration

Section Number: 2.6.2

Subject: Registration - Procedure

Date of Present Issue: 08/06/01

Date of Previous Issues:
06/79, 01/88

POLICY:

Students shall be registered for classes according to the procedure listed below:

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Student	1. Consults with academic advisor to determine which classes to take. Student completes Course Request Form and has advisor sign it. Student brings form to Walker Cisler Center for processing on date specified by Registrar's Office. If mass scheduling dates have passed, student brings form to Student Service Center for processing. Students may register for classes through the first six (6) days of the semester.
Scheduler	1. Reviews Course Request Form. Insures that form lists student's name, ID number, local address, student's signature and advisor's signature. 2. Processes Course Request Form. If a class is full, looks for an alternate section of the course. If no alternate is available, offers the student the option of being waitlisted for the course. Ensures course prerequisites are met. Updates student's address in SIS system if needed. Prints copy of schedule for student.
Registrar's Office	1. Monitors waitlists. As space becomes available, moves students from waitlist into class and notifies student. Consults with Deans on waitlisted classes with high demand. With Dean's approval, increases section size or adds new section. 2. Files Course Request Forms alphabetically.
Business Office	1. Updates the cost per credit hour, standard fees and special course fees in the computer system. Prints Fee Statements for all registered students.
Registrar's Office	1. Mails Fee Statements to students' billing or permanent address.
Business Office	1. After payment due date, runs reports on students with balances due. Reviews reports and flags students that have made arrangements to pay.
Financial Aid Office	1. Reviews reports and updates financial aid on eligible students.
Registrar's Office	1. Contacts students, who are not flagged, with balances due reminding them to pay their tuition.
Business Office	1. Prior to the start of the semester, runs new reports of students with balances due. Reviews reports and flags students who have made arrangements to pay.
Financial Aid Office	1. Reviews reports and updates financial aid on eligible students.
Registrar's Office	1. Arranges for students, who are not flagged, with balances still due to be contacted reminding them to pay tuition. 2. With the consent of the appropriate Vice President, deregisters students who do not make a payment after being contacted. Notifies students that they have been deregistered. 3. Prints two copies of the unofficial class lists on the first day of classes and distributes to departments. One copy is for the instructor and one is for the department office. 4. Prints three copies of the official class lists after the close of business on the sixth (6 th) day of the semester. Distributes lists to departments. One copy is for the instructor, one is for the department office, and one remains in the Registrar's Office.