

Registration and Enrollment

Registration is the process of obtaining instructor approval to participate in classes and certifying that approval to the registrar. The form for registration is the enrollment card which is obtained from the registrar or the academic advisor. The card is completed after consultation with the academic advisor. It is then submitted to the registrar's office where course selections are entered in the student record system, and a computer-generated schedule is verified by the student. This completes the process of registration. Students completing registration after the date for the closing of registration for each session are charged a late registration fee (see Expenses).

Enrollment is the process of billing and confirming arrangements for payment with the Student Service Office. To complete enrollment, the student must be registered full-time for the term and either be paid in full for the term or on a payment plan through Tuition Management Services, by July 1, 2003 (December 5 for Winter/Spring Term). Students completing enrollment after the payment due date are charged a late enrollment fee (see Expenses). Students who have failed to enroll prior to the last day for withdrawing from classes with the automatic grade of W, are no longer permitted to attend class. Failure to make satisfactory payment arrangements will result in expulsion from classes and charges calculated according to the refund rate for withdrawal (see Expenses).

NORMAL LOAD AND OVERLOAD

A normal load for undergraduate students is from 12 to 15 credits in the fall and spring semesters, and from 5 to 7 credits in the winter session. Higher loads are permitted, with signed permission from the major advisor, for students with a cumulative GPA of 3.50 or higher, no outstanding marks of Incomplete, and no overload may exceed 18 credits in the fall and spring semesters, or 9 credits in winter. Exceptions to this rule may be considered by the Vice President for Academic Affairs or by the Academic Council.

CLASS ATTENDANCE

Regular attendance at classes and laboratories is expected of all students. A student who is absent without explanation from a course for a period of three weeks in the fall or spring semesters or seven consecutive days in the winter session is dropped from the course and a mark of WF is recorded. The college issues no excuses for absence. Absences of students representing the college away from the campus are considered "approved absences" and are so reported to the Student Affairs Office. Students absent for one or more days should report to instructors or to the Student Affairs Office on return for advice about making up work. When an absence can be foreseen, the instructor should be consulted in advance.

AUDITING AND NON-CREDIT INSTRUCTION

Students who wish to attend classes not included in their program may, with the permission of the instructor, enroll as auditors. Auditors are listeners and may not participate in a class in any other way. The instructor may require certain standards of attendance and conduct and may cancel the registration of any auditor who does not meet the prescribed standards. An auditor who is absent without explanation for a period of three weeks in the fall and spring semesters or seven consecutive days in the winter session is dropped from the course by the instructor. In such cases, the course

does not appear on the student's record. The auditor may change registration and receive credit provided this change is made before the end of the time allowed for adding courses and all necessary tuition is paid. Courses audited do not count as part of the student's load for veterans' benefits. No mark is recorded for audited courses.

A student who wishes to participate in a course without receiving credit may, with the permission of the instructor, register for non-credit instruction provided all necessary tuition is paid. The registrant has full claim on the time of the instructor and may participate in all class activities. The instructor may require the non-credit student to participate as fully in the class as the students registered for credit. If the instructor feels that the non-credit student is not meeting prescribed obligations, the student's registration may be canceled. A non-credit student who is absent without explanation for a period of three weeks in the fall or spring semesters or seven consecutive days in the winter session will be dropped from the course by the instructor, and a withdrawal will be noted on the student's record. The student may change registration from non-credit to credit, providing this change is effected before the end of the time allowed for adding courses. No mark is recorded for non-credit courses.

WITHDRAWAL FROM COURSES

Until the close of registration, a student may withdraw from any course. The course does not appear on the student's record. A student may withdraw from any course until the "last day for withdrawing with automatic W" (see Calendar), but the course appears on the record with a mark of W.

Subsequently, until the "last day for withdrawing" (see Calendar), a student may withdraw from any course, but the instructor will assign a W or WF, depending on whether or not the student is passing at the time of withdrawal.

After the "last day for withdrawing," a student who ceases to attend class is assigned a WF unless extenuating circumstances are established.

Freshman rule

In addition to the above withdrawal options, a student who, at the beginning of the current semester or session, has not earned 28 credits may, between the "last day for withdrawing with automatic W" and the "**last day of classes**" (see Calendar), withdraw from one course with a W, even though failing at the time of withdrawal.

Merely ceasing to attend class does not constitute withdrawal, and failure to follow prescribed withdrawal procedures will result in a mark of WF.

WITHDRAWAL FROM THE COLLEGE

A student who must withdraw completely from the college should initiate action with the Dean of Student Affairs. Marks of W or WF are assigned in accordance with the policies set forth under Withdrawal from Courses. In some cases, if sufficient work has been completed and extenuating circumstances are established, it may be possible to arrange for marks of Incomplete. (See regulations on Incomplete Marks.)

LEAVE OF ABSENCE

Ordinarily, the college expects full-time students to complete the bachelor's degree in

four academic years. Upon application, however, a leave of absence may be granted for up to two academic years. The Leave of Absence form must be filed in the Office of the Registrar prior to the beginning of the semester or session in which the leave is to take effect.

Students receiving financial aid are advised to consult the director of student financial services before applying for leave of absence in order to insure that their awards are not jeopardized. Institutional financial aid amounts will be renewed provided that Student Financial Services receives a financial aid application in the term prior to your return. Institutional awards will be determined on GPA and full-time enrollments, federal awards will be calculated per completed FAFSA. Tuition will be determined on the prevailing rate for incoming students.

Eligibility for Leave of Absence

To be eligible for a leave of absence, a student must have completed at least one semester or session of enrollment and be in good academic standing (not on probation or dismissal).