

**DIN: 2060-1-01**  
**Title of Policy: Registration Policy**

**Policy**

All new learners who have completed the requirements for admission and initial registration are eligible to register for courses. Returning learners in good standing are eligible to register. Registration is conducted online, and registration priority is based on cumulative credits completed. The College may impose registration holds when necessary, for reasons such as:

- Overdue account with the College
- Academic suspension
- Non-compliance with College Readiness policy
- Required information has not been submitted (e.g., college transcripts for financial aid verification, immunization documentation)
- Lack of fulfillment of prerequisites (course hold)

**Purpose**

The purpose of the Registration Policy is to ensure that all learners have completed the requirements for admission and complied with initial registration requirements prior to registering for courses.

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Dean	Ensure implementation and compliance with policy. Work with registrar to ensure that registration dates are set and are compatible with other co-curricular and academic dates on the calendar.
Enrollment Clerk	Verify admission and initial registration requirements are met. Inform admitted new learners of pre-registration opportunities. Assist new learners with initial registration. Provide advising files for advisors.
Registrar	Establish registration dates and registration priority schedule. Ensure registration priority is based on cumulative credits completed. Assign advisor codes to all eligible learners. Assist with registration problem solving/holds.
Custom College Enrollment Clerk	Verify that learners enrolling in extended learning programs have completed admissions requirements prior to registration. Facilitate registration process at corporate sites that are not using online registration.
Advisors	Advise advisees on coursework needed to complete program requirements. Provide advisees with advising codes and ensure that they know how to access online registration.

**Supporting References**

Listed below are document(s) that support this policy:

- 3000-1-01 Admissions Policy
- 2035-1-01 Orientation Policy

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:02 PM	
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Title: Registration			Implementation Date:	
Approved: Dr. Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>	