

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section II - Academic/Student

**SUBJECT:** REGISTRATION FOR CLASSES, DROP/ADD

**REVIEWER(S):** Dean, Student *Affairs* and Enrollment Management  
Registrar

**Other Policies to Consult:**  
Auditing a Class (Sec. II)

**I. POLICY**

The college will provide an orderly process for class selection and registration. The process will ensure the timely development of a schedule, which meets student and program needs, as well as a process, which provides equity in course availability and guidance in course selection.

**II. PROCEDURE:**

- A. Utilizing the scheduling team, the registrar will develop the semester course schedule four to six months prior to the beginning of the new semester.
- B. The registrar will provide a draft version of the course schedule to the dean of student *affairs* not less than one week prior to distributing to students. The dean will review and forward to leadership team for review. The registrar will make any necessary revisions or changes following this review.
- C. The registrar will distribute copies of the schedule to all students via CCHS email.
- D. The registration process will begin approximately 90 days prior to the first day of classes each semester.
- E. Before the start of registration, all students (including general *studies*) will make an appointment to meet with their academic advisor. Upon meeting, the advisor will release the registration hold allowing the student to register.
  1. A student wishing to register for a class for which transfer credit has been granted must sign a transfer waiver form. Tuition will be charged and the earned grade will become the grade of record.
  2. A student wishing to audit a class may do so on a space available basis (see Auditing a Class policy).
  3. A course for which credit has not been awarded prior to its placement in the curriculum master plan must be taken at CCHS. If the student is pursuing the course during the semester prior to its placement in the curriculum master plan, verification of credit and grade earned must be received by the registrar no later than the end of the drop/add period of the semester in which it falls.
  4. Continuing students not registering during the official registration period will be assessed a \$25 late registration fee.
- F. The registrar will monitor and assist with online registration of students.
  1. Section assignment will generally be on a first-come, first-served basis.
  2. Students requesting sections that are full will register for an available section but may add their name to a wait list in Sonis for the section that is full. The registrar will notify the student if/when an opening occurs in the wait list section.
  3. The student's schedule is available in Sonis to view and print.
- G. Drop/Add Course - Students may change their schedule by dropping or adding courses during the first week of the term.
- H. If there is a *registration* hold on the student's account, he/she will be electronically blocked from registration for the next semester until the hold is cleared. *The holds will be classified as follows: financial, academic or instructional technology.* Financial holds arise when a student has not met

financial obligations to the college or has outstanding parking fines. (Failure to complete financial aid transactions may also result in tuition balances and, therefore, create an unmet financial obligation.) Academic holds arise if transcripts or other needed paperwork is outstanding. *Instructional technology holds arise if required information literacy or computer competency has not been demonstrated within the required timeframe.*

If, after registration is complete, a hold is placed on a student account, the student may be removed from class(es). If there is a waiting list for the class, someone from the waiting list may be allowed to register in the removed student's place. The registrar will notify the student when he/she is removed from the class registration. The student has 24 hours to clear the situation before another student is allowed to take his/her place.

- I. The Registration for Classes, Drop/Add policy and procedure will be reviewed bi-annually.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_