

Title: REGISTRATION
Index #: 20-05.08
Division: ACADEMIC
Section: COURSE ADMINISTRATION
Effective Date: June 1993

Policy Statement

All students are required to register for classes on-line by a specified date prior to the beginning of the term.

Rationale for Decision

Faculty and administration need timely information about the number of students registering for courses for more efficient fiscal management and improved relations with health care agencies. Course enrollment will not be determined or limited without consent from the Academic Directors or Campus Associate Deans.

Implementing Procedures

Responsible Party	Action
Registrar, Associate Deans and Academic Directors	<ol style="list-style-type: none">1. Determine registration periods for the academic year.2. Inform students and advisers of registration periods.
Students	<ol style="list-style-type: none">1. Registers online by published dates in Academic Calendar.2. Students with altered POSs should complete registration with the assistance of an advisor.
Advisor	<ol style="list-style-type: none">1. Monitors students with altered programs of study.
Graduate and Undergraduate Units	<ol style="list-style-type: none">1. Reviews Course Rosters for census information.2. Notifies faculty, Associate Deans or Academic Directors of insufficient numbers.
Faculty	<ol style="list-style-type: none">1. Consult with Associate Dean or Academic Director regarding the need for a course to be offered despite limited enrollment.
Associate Dean or Academic Director	<ol style="list-style-type: none">1. Determines which courses are to be cancelled, following consultation with appropriate persons. <i>Refer to Policy 20.05.02.</i>

2. Notifies Registrar and faculty of cancelled classes.

Note

1. Students may late-register for a course during the first week of the quarter if the course is still open. A late registration fee will be assessed. Additional fees will be assessed for each add/drop course change. If a student must add/drop a course due to course cancellation, these late fees will be waived.

2. Reviewed by Academic Affairs 10/02; Academic Programs 1/24/05

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