

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

ACADEMIC

SUBJECT: REGISTRATION

REVIEWER(S): Director of Student Records and Information Management*
Dean, Student Affairs and Enrollment Management

POLICY

Carolinas 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.

PROCEDURE:

- A. Utilizing the academic and curriculum committee, the director of student records and information management will develop the semester course schedule four to six months prior to the beginning of the new semester.
- B. The Director of Student Records and Information Management will provide a draft version of the course schedule to the leadership team not less than 90 days prior to distributing to students. The Director of Student Records and Information Management will make any necessary revisions or changes following this review.
- C. The Director of Student Records and Information Management will distribute copies of the schedule to all students via Carolinas College email. A copy will also be made available to all students through the college Learning Management System.
- 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 be required 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.
 2. A student wishing to audit a class may do so on a space available basis (see Auditing a Class policy).
- F. Students enroll themselves in classes, and their advisor will monitor and assist with online registration of students.
 1. Section assignments 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 Director of Student Records and Information Management will notify the advisor to inform the student if/when an opening occurs in the wait list section.
 3. The student 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 semester. Clinical courses in the associate degree program have a first day attendance policy and students can only add NUR courses up to the first day of class and must be in attendance on day one of class. (See the Attendance Policy)

- 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 or academic. 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, pre-enrollment, or onboarding requirements are outstanding.

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 Director of Student Records and Information Management 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 policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

Academic:

Attendance

Auditing a Class

Related Form:

Transfer Waiver Form