

WNCC Administrative Procedure

Title: Student Registration Procedure

Division: Student Services

Reference: BP-552 (Student Registration)

Number: AP-522.01

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Approval: John Marrin, Interim President

Definitions

Add – An action taken by a student to enroll in a class or classes after the first day of class. Tuition and fees are assessed when a course is added to a student's schedule.

Administrative withdrawal – An action taken by the Registrar in consultation with an officer of the College to remove a student from the College for specific circumstances. Students are responsible for all tuition and fees assessed unless specifically noted.

Drop – An action taken by a student to remove a class or classes from their schedule before the published last date to drop a class. This action results in the course not being recorded on the student's transcript. No tuition or fees are assessed.

Drop for non-attendance – An action taken by a faculty member to report and remove from the official course roster a student who did not attend during the first week of classes. No tuition or fees are assessed.

Drop for non-payment – An action taken by the administration to remove a student from a class or classes for failing to pay tuition and fees or set up a payment plan with the College. This action does not absolve the student from the tuition and fees due to the institution, and the student receives a "W" in all courses which are reflected on the student's transcript.

Waitlist – The process by which a student can indicate their interest in registering for a class that has already met its maximum enrollment capacity.

Withdrawal – An action taken by a student to remove a class or classes from their schedule after the published last date to drop a class. This action results in the course appearing on the student's transcript with a grade of "W" assigned. A percentage of tuition is assessed.

Withdrawal from College – An action taken by a student to remove themselves from all courses for the complete academic term in which they are registered. If taken after the published date for the last day to drop a course, a portion of tuition and fees is assessed.

Procedure

This procedure establishes the parameters for student class registration, including adding a class, dropping a class, and withdrawal from course. The procedure applies to all students registering for credit-bearing courses at Western Nebraska Community College.

I. Initial Registration

- A. Students should register for each academic term prior to the first day of classes. No registration will be accepted after that time period. Registration periods will be announced in the annual publicized academic calendar.

The Registrar, with the approval of the Executive Vice President, shall establish a period of time for adding or dropping classes during any term that does not coincide with a regular or eight-week term. Such dates will be published in the academic calendar each year and published in the annual *College Catalog* and posted on the WNCC web site.

- B. Students should be admitted to class only when they are fully registered and have paid their tuition and fees or have made arrangements to defer payment.
- C. After completing an initial registration, a student's transcript will record courses for which the student enrolled and the assignment of a grade by the instructor of record, in accordance with applicable grading standards. If a student decides not to pursue a particular class or classes, including specific class sections, for which they are initially registered, the student is responsible for effecting a change of registration within the time periods set forth below.
- D. Failure to follow the procedure set forth in this policy shall result in the recording of a failing grade at the end of the academic term for those classes in which the student remains officially enrolled, even if the student did not attend or complete the course requirements. Such a failing grade will remain as a part of the student's academic record.
- E. Waitlists
Students may choose to place themselves on a waitlist for a class that is at full capacity. It is the student's responsibility to monitor their registration status, understanding that they may be automatically registered for the course if a spot becomes available or that they may have to pursue another course or section of a course if no spot becomes available.
Waitlists will be "frozen" one week before the class is scheduled to start so students should identify only open sections or courses to register for after that point. Students

remaining on the waitlist after the course begins may pursue registration as outlined below in Section II, A, 2 – 4.

II. Change of Registration

After the initial registration period, a student may either add or drop classes by submitting a change of registration. A change of section or grading option in the same course also requires submitting a change of registration. All changes must be processed by the Registrar to be considered “official.”

A. Adding a Class

1. A student may add a class or classes during the first five (5) days of scheduled classes in the regular term in the fall and spring semesters, the first three (3) days of an eight-week session, including summer session, or dates pro-rated to any academic term of a different duration. Advisor approval is required.
2. After the “add” period, a student may add a class only if the student has obtained written approval from his or her academic advisor and the instructor of the course.
3. Students may not add a class after the first 10 days in the regular fall and spring semesters or the first five (5) days of an eight-week session, including summer session.
4. The student is responsible for the tuition and fees assessed on all added courses.

B. Dropping a Class

1. A student may drop a course with no penalty (the course will not appear on a student’s transcript) during the first 10 days of scheduled classes in the regular term in the fall and spring semesters, the first five (5) days of an eight-week session, or dates pro-rated to any academic term of a different duration.
2. Classes that are dropped shall be removed from the student’s initial registration and no record of any kind shall be retained. Tuition and fees for “dropped” courses are refunded at 100 percent.
3. Prior to dropping a course, a student should consult with Financial Aid to discuss possible ramifications to federal aid or scholarship eligibility.

C. Withdrawing from Class

1. A student enrolled in more than one full semester course may withdraw from all but one course with a grade of “W” between the end of the drop period and before 60 percent of the term has expired. The Registrar will establish the last date for withdrawing from a class to be published in the academic calendar each year.

2. Requests for withdrawing from a class must be approved by the course instructor and the student's academic advisor. A student may or may not receive a refund for the course dependent upon the amount of time expired. The College's refund policy will be made available annually in the *College Catalog* and the WNCC web site.
3. Students who cease to attend a course and fail to withdraw officially from it, regardless of reason, remain registered for the course and will receive a grade for the course.
4. Prior to withdrawing from a course, a student should consult with Financial Aid to discuss possible ramifications to federal aid or scholarship eligibility.

D. Drop for Non-Attendance

Students who never attend a course during the first two weeks of class will be removed from the official course roster by their instructor through the drop for non-attendance process.

1. Faculty must report students who never attended during the first two weeks of class through the online process designated by the Office of the Registrar. Attendance is determined as follows:
 - a. *Face-to-face course* – Students who physically are present in class are considered to have begun attendance.
 - b. *Online course* – Students are considered to have begun attendance when:
 - submitting coursework;
 - submitting an academic assignment;
 - taking an assessment or an exam;
 - participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
 - participating in a study group, group project, or an online discussion that is assigned by the institution; or
 - interacting with an instructor about academic matters.
 - c. *Hybrid course* – Students who physically are present in class or, if online, participating in class as described in 1.b. above.
2. Non-attendance submissions are due to the Office of the Registrar by the designated deadline each semester.
3. Students who are removed for non-attendance will not be charged tuition and fees for the course, and the course will not appear on the student's transcript.

4. Faculty may not initiate to drop or withdraw a student from a course outside of the drop for non-attendance process.

E. Drop for Non-Payment

By the end of the second week of classes, students must either have paid their bill to WNCC or have completed the process of setting up a payment plan. Students will be dropped from their classes if they have not done so in order to set financial aid awards and/or prevent the student from accruing debt.

III. Withdrawal from the College

A. Prior to the Last Date to Withdraw

1. A student who has initially registered to attend the College may terminate enrollment at the College if formal procedures are completed before 60 percent of the term has expired.
2. The Registrar will indicate on the student's transcript that the student has withdrawn from all of his or her classes and will include the data of withdrawal from the College. The student will receive a grade of "W" for each class.
3. While tuition and fees may be subject to the College's refund policy dependent upon the time that has expired, the student remains responsible for any tuition and fees assessed for the semester.

B. After the Last Date to Withdraw

1. A student may withdraw from the College after 60 percent of the term has expired only if the student has experienced a severe medical, emotional, or personal problem which directly impacts the student's ability to fulfill course requirements.
2. Requests to withdraw from the College must be approved by the Dean of Students and the Dean of Instruction.
3. There is no refund of tuition and fees after 60 percent of the term has expired and the student remains responsible for any tuition and fees assessed for the semester.

Prior to withdrawing from the College, a student should consult with Financial Aid to discuss possible ramifications to federal aid or scholarship eligibility.

IV. Administrative Withdrawal

An administrative withdrawal may be initiated with the Registrar by an officer of the College as a result of one of the following conditions:

- A. If a student has a delinquent financial account with the College, the Business Office may recommend administrative withdrawal after sending written notice to the student.

- B. If a student has registered for classes while under suspension or expulsion, the Career Planning and Advising Center may recommend administrative withdrawal.
- C. If a student is physically or emotionally unable to withdraw personally and it is determined that the student would have withdrawn if given the opportunity, the Registrar may make the decision to administratively withdraw the student in consultation with the Dean of Students or Executive Vice President upon receiving documentation of the student's inability to withdraw personally.
- D. If a student fails to meet academic progress requirements in a selective admission program, the program coordinator may recommend an administrative withdrawal.
- E. If a student is required to withdraw due to a disciplinary action, the Dean of Students or Executive Vice President may recommend an administrative withdrawal to the Registrar.

Unless specifically noted, students remain responsible for all tuition and fees if administratively withdrawn from the College.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

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