

Conditional Registration Request

The purpose of the *conditional registration* is to provide registration access for students to register for classes and secure a semester schedule while awaiting official prerequisite documentation to be received by Southwestern Community College.

Official documentation (typically in the form of a transcript) must be received by the Registrar's Office at Southwestern Community College by the **second class day** of the semester in which the conditional registration has been granted. If official documentation has not arrived at the Registrar's Office by 5:00 PM on the second class day, all conditional registration classes will be dropped from the course schedule and will result in a 25% tuition charge.

Students will be notified by college email when classes are dropped due to lack of documentation.

Name of Student: _____ Student ID#: _____

Semester: _____ Program of Study: _____

Reason for Conditional Registration: _____

Has student been registered? By whom? _____

Course Title	Prefix	Number	Section #

By signing below I understand:

- 1) It is my responsibility to secure and submit official documentation and ensure that Southwestern Community College's Registrars Office receives this documentation by the second class day of the semester in which this request has been granted.
- 2) If I am dropped from classes, I will be charged 25% tuition for the dropped classes and I will not be entitled to a tuition refund for the dropped classes.

Student

Date

Advisor

Date

Override granted: _____

Dean

Date