

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES REGISTRATION	Policy 6.01.02
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The College calendar and registration procedures will be published in the Academic Catalog and the Student Handbook. The Director of Student Records/Registrar's Office will establish and distribute preregistration and registration procedures each term.

The period for adding or dropping a class or classes is the first five (5) class days of each term. Registration after the drop/add period must be approved by the appropriate Dean. Registration after the class ten percent (10 %) point must be approved by the Executive Vice President for Instruction and Student Services. The drop/add period for mini-semesters and summer terms will be published for each term.

The registration process is reviewed each term by the Director of Student Records/Registrar's Office and Dean of Students cooperatively with representations of Administrative Services, Instruction and Student Services and appropriate others. Any procedural changes necessary to an efficient registration process are made and the Director of Student Records/Registrar's Office publishes and distributes complete instructions to all persons involved.

Adopted: July 2003

Revised: October 28, 2014
April 28, 2015