

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,~~ **and on the College website.** 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 **for full session courses** 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 **shorter term classes** ~~mini-semester~~ 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 the Dean of Students,~~ **Academic Deans and their Administrative Assistants.** ~~cooperatively with representations of Administrative Services, Instruction and Student Services and appropriate others.~~ Any procedural changes necessary to **achieve** 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
January 26, 2021