

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, the Student Handbook, and on the College website. The Executive Vice President for Instruction and Student Services will establish and distribute 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 Director of Student Records and the Academic Dean for the division in which the course resides. The drop/add period for shorter term classes 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, the Dean of Students, Academic Deans and their Administrative Assistants. 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