

## 302.2 REGISTRATION

The President or designee shall prescribe a period of registration for each semester and program along with a payment due date. Students must make payment arrangements by the payment due date in order to hold their course(s). Payment arrangements include: paying for the course in full, entering a payment plan; finalizing the student's financial aid package; or securing commitments from other governmental or private sources. Students registering after the payment due date must make payment arrangements within 24 hours of registration. The College may establish late registration or course reinstatement fees. Such fees will be approved by the Board of Trustees and published in appropriate college publications.

Students may "drop" one or more credit classes through the second week of the regular 15 week semester (commonly referred to as "10<sup>th</sup> day of the semester"). The drop period shall be prorated for shorter term courses (such as summer sessions or Powerpack classes). Add/drop records are not included in the student's permanent course record and will not appear on a college transcript.

After the 10<sup>th</sup> day, a student is considered to be permanently enrolled in a credit course. A permanent record will be kept for every student enrolled in a credit course regardless of matriculation status. Students may withdraw from a class after the 10<sup>th</sup> day, but their transcript and course history will reflect enrollment in the class. Course withdrawal periods are established in the Academic Calendar. All student records are subject to a Records Retention Schedule as prescribed by the College or governmental agencies. All student information shall be managed in accordance with federal regulations (i.e. FERPA requirements).

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