

POLICY

1. All students are expected to register on the dates specified in the College Calendar or as scheduled for pre-registration by the Director of Registration and Records.
2. For the first two days of the semester, students may add a course without faculty consent. From the third day through the attendance census date, faculty must indicate their consent by signing a Drop/Add form. Faculty may refuse if the student has already missed too much work. If the class is full and the faculty member signs the Drop/Add form, he/she must also sign a Course Overload form.
3. Declarations to "audit" a course must be filed by the student with the instructor and the Office of Admissions and Records prior to the term census date.
4. Students may register for no more than 18 semester hours in the fall or spring semester except by recommendation of their faculty advisor and approval of the Vice President of Academic Affairs or his/her representative. Students may register for no more than 11 semester hours in the first five-week summer session or in a combination of the second five-week and the six-week summer session except by recommendation of the Vice President of Academic Affairs or his/her representative.
5. Students who are on academic probation for the current semester may not pre-register or register for the next semester with more semester hours than the limit of their probation, until removed from probation by the Academic Standards Committee. When notified of clearance, such students may add courses to their semester hour load to a limit of 18 semester hours.
6. Any student withdrawing from at least 50% of registered classes for three successive semesters will be considered to be making insufficient academic progress and must be approved by the Academic Standards Committee for continued enrollment.

ADOPTED: August 26, 1968

Revised: June 26, 1972

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