

Registration

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REGISTRATION ELIGIBILITY

Students who have received an official letter of acceptance to the college and continuing students not on academic suspension may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.

REGISTRATION PROCEDURES

Registration for credit classes occurs in four phases at Southeastern Tech:

1. Advisement/Pre-registration for currently enrolled students—A registration held only for currently enrolled students.
2. Advisement/Pre-registration for new students
-- A restricted registration held only for new students.
3. Open registration—An open-to-all registration for new, current, and former students, regardless of their admissions classification.
4. Late Registration—An open-to-all registration held during the Drop/Add period.

REGISTRATION ERRORS

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his or her schedule of classes is correct.

The Registrar's Office cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his or her schedule. Any problems experienced at registration or as a result of registration should be reported immediately to the Registrar's Office. The college is committed to assisting each student with the advisement and registration process.

MATRICULATION

Registration is not complete until all tuition and fees are paid. Students will be dropped from the courses for which they have attempted to register if tuition and fees are not paid by the final payment deadline date listed on the school calendar.

If for any reason your financial aid balance is reduced and you owe fees for a current/previous semester, all monies owed to the college must be paid before a subsequent registration. If you are already registered for classes for a subsequent term, your classes will be removed unless the monies are paid to the college.

FULL-TIME STUDENT STATUS

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student.

MAXIMUM HOURS

Students may register for a maximum of 16 credit hours per semester. A student who registers for more than the maximum credit hours must obtain special approval from the Dean of Academic Affairs for the program area in which they are enrolled.

DROP/ADD PROCEDURES

Students may add a class during the first three days of the semester. In order to add a class, the student must see their advisor.

If a student adds a class after the first day of the semester, any class time missed up until the day he/she is added must be completed. In order to make up for work that has already been missed, the student will be given the same amount of days he/she registered late. (Ex: Student registers on the 3rd day of the semester. Student will be given 3 days to complete any work that has already been assigned or any tests that have already been given.) This is in addition to keeping up with the work assigned each day. If the student does not complete the work during this time period, he/she will be given a zero for any assignments due.

Students may drop a course or courses by **end of the third day of the semester** without penalty. When courses are officially dropped, students will receive a 100% refund of applicable tuition and refundable fees. The dropped courses will be removed from the student's academic record and will not be counted as an attempt for academic or financial aid purposes.

Students may drop courses via Banner Web if they **have not attended class**. However, if a student **attends a class during the first three days of the semester** but wishes to drop the class before the third day and avoid penalty, the student must do the following:

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1. Meet with a Counselor in the Office of Student Affairs to obtain a Withdrawal Form.
2. Meet with Financial Aid to ensure that the dropped course(s) will not affect full-time or part-time status.
3. Submit the Withdrawal Form by the close of business on the third instructional day of the semester.

The **first 3 days of the semester** means: the first day of classes for the semester listed on the STC Academic Calendar, plus the next two business days. To be eligible for a drop, classes (including those that meet for the first time on the 4th day of the semester or later) must be dropped within the first 3 instructional days of the semester.

On the 4th instructional day of the semester, all courses for which a student is registered will become a permanent part of the student's academic record, and the student will be held accountable and financially responsible for such courses.

The student is **solely** responsible for submitting a Withdrawal Form by the close of business of the 3rd instructional day of the semester.

WITHDRAWING PRIOR TO THE FIRST DAY OF CLASS

Students wishing to withdraw from one or all classes prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as your ID number and PIN. If the registration access number is unknown, the student will need to contact their advisor.

WITHDRAWING FROM A CLASS(ES)/ALL COURSES

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid. After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course.

Remember - Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

WITHDRAWING DUE TO EXTENUATING CIRCUMSTANCES

Southeastern Tech understands that there may be extenuating circumstances in which a student must withdraw after the 65% portion of the semester. Typically, this involves reasons that are beyond the student's control. Failing a course(s) or making poor grades is not considered an extenuating circumstance. Students who are in this situation must complete a Student Withdrawal Extenuating Circumstances form with supporting documentation and the withdrawal must be approved by the appropriate dean.

Students receiving financial aid should be aware that a withdrawal may affect their financial aid.

No withdrawals will be accepted after the term ends.

ATTENDANCE PROCEDURE

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment. Employers seeking references on students for employment purposes frequently request attendance information. For specific regulations governing attendance, please see Southeastern Technical College Attendance in the Code of Conduct section of this catalog.

AUDITING A COURSE

A student who wishes to audit a course(s) and receive no credit may apply as a special student if not already enrolled as a regular student. Exceptions to this procedure are: clinical courses, certain laboratory courses, and supervised work experience. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks to operate equipment. Courses taken on an audit basis are not eligible for financial aid. A student who audits a course must pay regular tuition and fees as listed in the tuition and fees section of the catalog. A student is not permitted to change from audit to credit after the drop/add period. However, a student will be permitted to register for the course at a later date and receive credit. Students desiring to change from audit to credit must meet all necessary requirements. A grade of "AU" will be entered on the permanent record. Courses taken on an audit basis will not be used for certification for financial aid, the President's List, Social Security, or Veteran's Administration education benefits. To audit a class, students should contact the Registrar.