

## Policy No. 2-31

### Subject: Registration for Classes

Last Revised: 06/21/2023

Historical Status: 02/02/2017

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VCCS Policy Sections 6.2.0 and 8.3.2

#### I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to facilitate a student's registration (commonly referred to as "enrollment") through standardized procedures, such as published academic calendars, course catalogs, and class schedules.

#### II. PERTINENT INFORMATION

- A. Registration (enrollment) periods for fall, spring, and summer semester sessions begin and end at times as published in the VHCC Academic Calendar.
- B. Late registration (enrollment) is permitted only with approved documentation and signatures from the faculty member of record, appropriate Academic Dean or designee, and Vice President of Instruction and Student Services or designee.

#### III. DEFINITIONS

- A. Late registration: any enrollment occurring after the official add period documented in the VHCC Academic Calendar.
- B. Registration: the process of arranging to attend an institution through enrollment into classes.

#### IV. GENERAL GUIDELINES

- A. The Academic Calendar documents the exact start and end dates for registration.
- B. The Academic Programs Committee and the President's Cabinet review and approve the Academic Calendar.
- C. The Coordinator of Admissions and Records programs the Academic Calendar into the Student Information System (VHCC's official student records platform).
- D. Students meet with academic or faculty advisors to determine which course(s) are best suited for each semester.
- E. While academic or faculty advisors may provide guidance and assistance to

students for enrollment, it is the responsibility and decision of the student to register for the correct course.

- F. Students may not register for courses for which they are ineligible, such as courses for which the prerequisites are not met.
- G. Registration (enrollment) takes place in the Student Information System.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. SACSCOC Standard 10.1
- B. VCCS Policy 6.2.0
- C. VCCS Policy 8.3.2

**VII. OPERATING REQUIREMENTS**

- A. The Office of Admissions and Records maintains student educational records that accurately reflect the ability to register for a term.
- B. Students meet with academic or faculty advisors to remove any instructional holds, determine appropriate placement, and develop a program pathway that meets students' needs.
- C. Students register for courses each semester, utilizing the Student Information System.
- D. Permanent records accurately reflect registration of students, which are subsequently reported to the National Student Clearinghouse.
- E. The Coordinator of Admissions and Records certifies registration and final grades so that they are accurately represented on academic transcripts.