

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Registration****EFFECTIVE DATE: July 1, 2000; Revised July 15, 2010; Revised February 9, 2023****Purpose**

The purpose of this policy is to set forth guidelines for the registration of credit courses offered by Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

Students wishing to enroll in credit hour courses must complete the registration process within the official registration period as designated on the Academic Calendar for each term. The Academic Calendar is published in the current edition of the College catalog and on the College’s website. A student is not officially enrolled until all requirements of registration, including payment, are complete.

Students will be allowed to register during the first week of classes as long as the course is not full and has not met.

The official registration period is followed by a period of late registration as designated on the Academic Calendar for each term. Late registration shall not exceed seven (7) calendar days from the first day of class for regular fall and spring semester courses. For summer semesters and courses offered during alternate timeframes, such as Maymester, late registration shall not exceed seven (7) calendar days. Students registering after the official registration period will be charged a late registration fee.

No student will be permitted to register for a course after the official fourteenth (14th) day of a fall or spring part of term or seventh (7th) day of a shorter term such as winter and summer sessions.

The President may approve exceptions to this policy for specialized programs. The President must notify the Tennessee Board of Regents (TBR) Vice Chancellor for Academic Affairs of all exceptions in this regard. Other exceptions to the registration calendar and registration guidelines must be approved, in advance, by the TBR Chancellor and Vice Chancellor for Academic Affairs.

Responsible
Source of Policy: n/a

Administrator: VP of Academic Affairs

TBR Policy Reference: 2.03.00.05
2.04.00.00

Related Policy: _____

TBR Guideline Reference: _____

Approved: _____
President

Date: February 9, 2023