

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
STUDENT SERVICES  
SIP- 4558**

**SUBJECT:** Administration of Credit Course Registration Procedures

**REFERENCE:** None.

**ORIGINATION:** November 1, 1984

**EFFECTIVE:** November 28, 2006.

**REVIEWED:** ~~November 28, 2006.~~ **February 10, 2023**

**SECTION 1. PURPOSE**

1.1 These regulations establish the general procedures and responsibilities of operation for the registration process at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All College employees.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

4.1 The ~~Vice President of Student Services~~ **Chief Student Services Officer (CSSO)** will have responsibility for the establishment and publication of the Fall, Spring, and Summer registration dates and times. The ~~Vice President of Student Services~~ **CSSO** shall coordinate registration ~~on the Logan and Williamson Campuses and their off-campus~~ **at all College** locations. ~~The Directors of Boone/Lincoln and Wyoming/ McDowell Campuses in consultation with the Vice President of Student Services will have primary responsibility for registration in their service areas.~~

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

~~7.1~~ At least four weeks prior to each registration process, the ~~Vice President of Student Services~~ **CSSO** shall communicate to ~~the instructional personnel, Technology Services personnel, Campus Manager/Directors,~~

~~Counselors, and Student Records personnel their responsibilities appropriate to the registration process.~~ **all College employees involved in registration activities.**

- 7.2 The ~~Vice President Academic Affairs~~ **Chief Academic Officer (CAO)** shall be responsible for informing each ~~Division Chairperson~~ **Dean** of the need to have faculty available for the registration process.
- 7.3 The ~~Vice President for Finance~~ **Chief Finance Officer (CFO)** shall be responsible for insuring proper collection of fees during the registration process.
- 7.4 The ~~Chief Technology~~ **Information Officer (CIO)** shall be responsible for making appropriate information systems available during the registration period.
- 7.5 The ~~Vice President for Student Services~~ **CSSO** shall be responsible for making arrangements to have all the necessary forms and materials such as applications for admission, registration forms, catalogs, etc. available during the registration process. Adequate ~~counseling~~ **admissions, advising, financial aid**, and student records personnel shall be available.
- 7.6 Students and employed personnel shall follow the current registration guidelines/procedures posted by Student Services.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** November 28, 2006 - The policy SCP-4558 was rescinded by the Board of Governors to become a unit procedure on November 28, 2006.

**February 10, 2023 – Revisions were made for clarity and to reflect changes in titles.**