

**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.

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 will have responsibility for the establishment and publication of the Fall, Spring, and Summer registration dates and times. The Vice President of Student Services shall coordinate registration on the Logan and Williamson Campuses and their off-campus 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 shall communicate to the instructional personnel, Technology Services personnel, Campus Manager/Directors,

Counselors, and Student Records personnel their responsibilities appropriate to the registration process.

- 7.2 The Vice President Academic Affairs shall be responsible for informing each Division Chairperson of the need to have faculty available for the registration process.
- 7.3 The Vice President for Finance shall be responsible for insuring proper collection of fees during the registration process.
- 7.4 The Chief Technology Officer shall be responsible for making appropriate information systems available during the registration period.
- 7.5 The Vice President for Student Services 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 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

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.