

**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: 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 Chief Student Services Officer (CSSO) will have responsibility for the establishment and publication of the Fall, Spring, and Summer registration dates and times. The CSSO shall coordinate registration at all College locations.

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 CSSO shall communicate to all College employees involved in registration activities.

7.2 The Chief Academic Officer (CAO) shall be responsible for informing each Dean of the need to have faculty available for the registration process.

- 7.3 The Chief Finance Officer (CFO) shall be responsible for insuring proper collection of fees during the registration process.
- 7.4 The Chief Information Officer (CIO) shall be responsible for making appropriate information systems available during the registration period.
- 7.5 The 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 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 Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.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

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.