TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER:  4-1-404.2

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PROCEDURE TITLE:  REGISTRATION

BASED ON POLICY:

REVISION NUMBER:  2

OFFICE OF RESPONSIBILITY:  REGISTRAR

June 16, 2003

PRESIDENT

DATE

PURPOSE

The purpose of this procedure is to provide an organized and effective registration process for new and continuing students.

PROCEDURE

1. Priority Registration

   a. Six weeks before the scheduled registration date priority registration will begin.

      (1) This period is primarily designed for continuing students.

      (2) New and readmit students will meet with an Admissions Advisor.

      (3) All students will schedule an appointment with their faculty advisor to plan their course of study for the following semester.

      (4) Students will submit a copy of the registration statement with their advisor's signature to the Office of the Registrar.
2. Registration

a. Steps to be followed:

(1) The student meets with the faculty advisor to complete his/her course schedule and have it entered into the data base.

(2) The student is directed to the Office of the Registrar to confirm his/her course registration.

(3) The student who receives federal assistance and/or Veteran’s assistance will be directed to the Financial Aid Office to confirm the status of the award.

(4) The student will pay fees to the cashier in the Business Office.

(5) The student who registers during priority registration is required to pay their tuition on or before the last date of priority registration. Failure to do so will result in the student being dropped from class rolls.

(6) If dropped, students may re-register during registration period based on space availability.

(7) For the student who registers on the first day of class, a late fee is assessed.

3. Registration at off-campus locations adheres to the same priority registration and registration periods as the Beaufort campus.

a. Hilton Head Center: Registration procedures are conducted the same as at the Beaufort campus.

(1) Academic advisors provide advisement services at the Hilton Head campus.

(2) The Hilton Head Center Director and staff will register students and accept payment of fees. Students are given receipts.

(3) All courses are entered into the data base by the staff at the Hilton Head Center.

(4) The print-out of the signed registration schedule is then sent to the Registrar’s Office.
b. Hampton Campus

(1) Faculty advisors meet with students at the Hampton campus to plan the students’ course of study.

(2) The Hampton Office staff will register students and accept payment of fees.

(3) After each registration day, the Hampton office will forward a print-out of the signed registration schedule to the Registrar’s Office.

4. Registration at Military Bases

(1) Students will meet with their academic advisor on the Beaufort campus to plan their course of study and to register for classes.

(2) Military students will meet with the Military Coordinator for tuition assistance, whereby tuition and fees will be assessed. Students may make payments to the Military Coordinator or the Cashier in the Business Office at the Beaufort campus.

(3) After each registration day the registration forms are delivered by the Military Coordinator to the Registrar’s Office and the tuition fees are delivered to the cashier in the Business Office at the Beaufort campus and receipts are given.

5. Registration for TCL students concurrently enrolling at another college or university.

The student must follow the registration processes applicable at both institutions.