

04:02:01:00 Registration

Purpose:

The student registration policy deals with establishing the periods of registration at Dyersburg State Community College (DSCC) and the requirements for students to be able to register.

Scope:

This policy applies to all DSCC students.

Policy:

DSCC adheres to TBR Guideline A-019: Academic Calendars and Student Registration. Based on the provisions in this guideline, DSCC establishes a period of early registration for currently enrolled students. Pursuant to A-019, the following structure is in place:

- A. The registration schedule for each term is included in the Academic Calendar, which is published in the annual e-catalog. Academic Calendars for current and future terms are posted on the DSCC website.
- B. Students complete the registration process online by accessing Self-Service Banner through MyDSCC, which is the institution's Luminis portal. A username and password are required to access the registration feature. Both the username and password are sent to each applicant by U.S. mail.
- C. Degree-seeking students are required to meet with an academic advisor before attempting to register for classes; students who are not seeking a credential are not required to meet with an advisor but are encouraged to do so.
- D. Registration is open to all students including currently enrolled, applicants, and those who are readmitting.
- E. Registration continues through the second class day for spring and summer terms and through the second business day for fall term. The last day to register or add coincides with the census date for financial aid. With only two exceptions, registration is completed online; as a result, registration is available to students 24/7. A student who is granted permission to repeat a course in which he/she earned a grade of "B" or higher and a student who wants to change from credit status to Audit status must be registered through the Office of Records.
- F. Late registration may be permitted by permission from the Vice President for the College or her/his designee.
- G. In the fall and spring terms, students may register for a maximum of 19 credit hours; for the summer term, the maximum is 14 credit hours.
- H. In addition to registering for classes online, students may drop classes or withdraw completely from the

institution. The last day to drop or withdraw for each term is listed in the Academic Calendar.

I. Applicants who meet the requirements for admission or readmission but do not have all the required credentials on file at DSCC at the time of their initial registration may be admitted provisionally for one semester. By the end of the first semester, students whose credentials have not been received will not be able to access their final grades or their academic transcript and will be denied further enrollment until official copies of all credentials have been received.

Compliance:

All DSCC students are responsible for adhering to this policy. DSCC staff members are responsible for adhering to this policy and must revise it when necessary to comply to changes in TBR Guideline A-019.

Definitions:

Academic calendar – Division of the academic year into semesters or terms and including deadlines for adding, dropping or withdrawing as well as refund periods and the final exam period.

Credit status vs. audit status – Unlike students enrolled in courses for credit, students enrolled in courses for Audit do not receive a completion grade.

Revision History:

Policy written 1988; revised December 1988, August 1994, June 1999, and October 2004. Policy rewritten May 2013; approved by Administrative Council on June 26, 2013. Revised August 31, 2018