

# Registration

## AA\_AS\_RE\_42

Responsible Officer  
Jeremy Pattisall  
Responsible Office  
Registrar  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Re-evaluation Date  
2021

### Policy Statement

Students may register for credit, audit, or personal enrichment.

### Policy Procedures

Students registering for credit or audit must have submitted a completed application packet and received an acceptance letter. Class attendance is required. Only residency courses (semester or modular) may be audited. An audit status may be upgraded to credit within one semester following the course by completing the remaining academic requirements and paying the balance of the tuition. Credit status may be changed to audit by the last date for withdrawal from class with a "W." After the student converses with an advisor, he or she may register online via student portal . If a student has any problems, he/she may reach out to the proper advisor or the registrar.

Students interested in taking a course for personal enrichment will indicate their course selection on the application form. No grades are recorded, and no transcript is issued for course enrichment.