



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **FB-5 Student Responsibility for Completion of the Registration Process**

**APPROVED:** February 16, 1987      **REVISED:** September 1, 1995  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

**OBJECTIVE:** To establish the responsibility of students for completion of the registration process.

#### **PROCEDURE:**

##### **I. Student Responsibility for Registration Process**

- A. Information regarding the conditions and criteria for student enrollment and registration is contained in the College *Catalog* and is supplemented by information in the class schedule for each semester. It is the responsibility of each student to know these policies, procedures and requirements and to satisfy all conditions related to enrollment and registration.
- B. In addition to the other requirements specified in the catalog and the class schedules, students are responsible for developing a class schedule with no conflicts in time, day and/or location; for enrollment in labs required with certain lecture courses; for ensuring that prerequisite courses have been completed and for enrolling in any corequisite courses which may be required. Also, students are responsible for registration under the correct residence status for tuition purposes and for the full payment of tuition and fees at the time of registration.

##### **II. College Assistance Available For Registration Process**

To assist students in fulfilling these responsibilities, the District provides a variety of services. It is recommended that students consult with a member of the counseling staff at the time of initial enrollment to have a degree plan developed and to consult with a counselor or faculty\* advisor for assistance in identifying course requirements prior to each registration period.

##### **III. Implications for Non-Compliance**

Failure of the student to fulfill registration responsibilities will require the payment of any add/drop fees necessary to correct the student's class schedule and may result in the student being withdrawn from class(es). Students who enroll for a course without having completed the necessary prerequisites for the course will not be eligible to remain in the course. Other penalties as specified in separate sections of the *Catalog* or the class schedule may also be imposed.

\*Note: The word "faculty" denotes instructors, counselors and librarians.