

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: STUDENT ENROLLMENT & PROGRESSION	Original Issue Date: June 1, 1991	Policy #: 802
	Supersedes: April 25, 2019	Effective Date: June 1, 2022
Individuals / Committees Consulted: Admissions & Promotions Director, OES	Reviewed & Approved by: Faculty Organization SON Planning College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To ensure students have completed all prerequisite and registration requirements prior to enrolling in the College, progressing to the next semester, or graduating from the program.

Definition:

- Registration: The process of completing requirements in order to secure a space in the class
- Enrollment: The process of placing student's name on the class roster once registration is complete
- Progression: The process of completing all semester requirements in order to advance from one semester to the next
- Administration: Provost; Dean, School of Nursing (SON); Semester Coordinators; Financial Aid Officer; Director, OES; and Educational Resource Center (ERC) Director

POLICY:

Students must complete all components of the registration process in order to enroll in the College.

Registration must be completed within designated time frames.

- Late registration must be approved by Director, OES/Dean, SON
- Students who register late must pay a late fee (see SON Fee Schedule)
- Students may not register until all tuition is up to date or payment plan is initiated and current

Students must satisfactorily complete required prerequisites prior to progressing to the next semester.

Students who have not completed registration requirements by the end of the first week of the semester may not continue in the program.

Administration must be notified of student enrollment status.

PROCEDURE:

Director, OES/designated OES staff will:

- Designate registration time frames for new students
- Post/provide written notification of registration dates to students, faculty and staff
- Distribute registration packets to new and continuing/returning students
 - New students: provide with packets during the orientation week
- Review list of new students who have not completed registration process
 - Verify incomplete components

Subject:

STUDENT ENROLLMENT, REGISTRATION, AND PROGRESSION

- Notify new students in writing of delinquent status by end of the first week of the semester
- Provide deadline date to meet with Director OES
- Provide administration with list of students with incomplete registration process by the end of the first week of the semester
 - Ask semester coordinators to direct students to make an appointment immediately to meet with Director OES
- Assist students who have not completed registration components to develop plan and time frame for completion
- Continuing student: Email packets to continuing students two weeks prior to the end of the semester
- Distribute list of probable new and continuing/returning students to administration a minimum of two weeks prior to the first class meeting

OES staff will:

- Enter verification of completion of registration items on individual student Enrollment and Registration Checklist
- Generate list of students who have not completed registration components
 - Notify Director, OES and semester coordinators
- Direct students who register late to the Cashier's Office for payment of late fee
- Create final class roster indicating registration enrollment status of all students by the end of the third week of school
- Distribute roster to administration, faculty and staff.

PROCEDURE DOCUMENTATION:

New Student Enrollment and Registration Checklist

Continuing/Returning Student Enrollment and Registration Checklist

Class Rosters

REFERENCES:

College Policy #150: Collection, Disbursement and Security of Fees

Office of Educational Services Policy #150: Cash Control – Collection and Deposits SON Policy #230: Curriculum Plan Agreement

SON Policy #421: Academic Status Notification SON Student Handbook

SON Fee Schedule

REVISION DATES

June 1, 1991

August 11, 2005

December 12, 2006

May 13, 2010

July 11, 2013

June 28, 2018

April 25, 2019

June 1, 2022