

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

		Page 1	Of 2
Subject: STUDENT ENROLLMENT & PROGRESSION		Original Issue Date: June 1, 1991	Policy #: 802
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Committees Consulted: Admissions & Promotions Dean, Administrative & Student Services	Reviewed & Approved by: Faculty Organization College Administration College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health	

PURPOSE:

To ensure students have completed all registration and prerequisite 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 roll once registration is complete

Progression: The process of completing all semester requirements in order to successfully advance from one semester to the next

Administration: Provost; Dean, School of Nursing (SON); Semester Coordinators; Financial Aid Officer; Dean, Administrative and Student Services; Manager, Office of Educational Services (OES); and Director, Educational Resource Center (ERC)

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 Dean, Administrative and Student Services/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:

Dean, Administrative and Student Services/designated OES staff will:

- Designate registration time frames for new and continuing students
 - Post/provide written notification of registration dates to students, faculty and staff
- Distribute registration packets to new and continuing students
 - Continuing students: Place packets in students' mail boxes two weeks prior to the end of the semester

Subject:

STUDENT ENROLLMENT AND PROGRESSION

- Distribute list of probable new and continuing students to administration a minimum of two weeks prior to the first class meeting
- Review list of students who have not completed registration process
 - Verify incomplete components
 - Notify students in writing of delinquent status by end of the first week of the semester
 - ✓ Provide deadline date to meet with Dean
- Provide administration with list of incomplete students by the end of the first week of the semester
 - Ask semester coordinators to direct students to make an appointment immediately to meet with Dean, Administrative and Student Services
- Assist students who have not completed registration components to develop plan and time frame for completion
- Submit the following to Dean, SON:
 - List of students who are delinquent in requirements
 - Rationale for delinquent status
 - Student plan/time frame for completion.

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 Dean, Administrative and Student Services
- 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.

Dean, SON/designee will:

- Review list of students who have not completed registration and rationale for waiver request
- Review student records as necessary to verify completion status
- Approve prerequisite waiver and sign registration checklist indicating approval
- Notify Dean, Administrative and Student Services of approval status.

PROCEDURE DOCUMENTATION:

Continuing 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