

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

Subject: STUDENT REGISTRATION, ENROLLMENT, AND PROGRESSION	Original Issue Date: June 1, 1991	Policy #: 802
	Supersedes: May 13, 2010	Effective Date: July 11, 2013
Committees Consulted: Admissions & Promotions Dean, Administrative & Student Services	Reviewed & Approved by: Faculty Organization College Administration College Planning	Approved by: <i>Nancy W. Miller</i> 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 successfully advance from one semester to the next

Administration: Provost, School of Nursing (SON) Dean, Semester Coordinators, Financial Aid Officer, Administrative and Student Services Dean, Manager, Office of Educational Services (OES); Research Director, 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 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 corequisites prior to progressing to the next semester.

Students who have not completed registration within designated time frames may not continue in the program.

Administration must be notified of student enrollment status.

Subject:

STUDENT ENROLLMENT, REGISTRATION, AND PROGRESSION**PROCEDURE:**

New students:

- Complete all required components designated on the New Student Enrollment and Registration Checklist
- Return completed form to the OES within specified time frame.

Continuing students

- Complete all required components designated on the Continuing Student Enrollment and Registration Checklist
- Return completed form to the OES within specified time frame.

Dean, Administrative and Student Services/designated OES staff:

- Designates registration time frames for new and continuing students
 - Posts/provides written notification of registration dates to students, faculty, and staff
- Distributes registration packets to new and continuing students
 - Continuing students: Notifies students two weeks prior to the end of the semester
- Distributes list of probable new and continuing students to administration a minimum of two weeks prior to the first class meeting
- Checks Educational Resource Center and Financial Aid rosters for students placed on registration hold
- Enters verification of completion of registration items on individual student Enrollment and Registration Checklist
- Generates final list of students who have not completed registration components
 - Notifies students in writing of delinquent status by end of the first week of the semester
 - Provides deadline date to meet with Dean
- Provides administration with list of students, who have not completed registration, by the end of registration week
 - Exception: Semester I – by the end of the first week of the semester
 - Asks semester coordinators to direct students to make an appointment immediately to meet with Dean, Administrative and Student Services
- Assists students who have not completed registration components to develop plan and time frame for completion
- Submits the following to Dean, SON and Dean, Administrative and Student Services:
 - List of students who are delinquent in requirements
 - Rationale for delinquent status
 - Student plan/time frame for completion.
- Directs students who register late to the Cashier's Office for payment of late fee
- Creates final class roster indicating registration enrollment status of all students by the end of the third week of school
- Distributes roster to administration
- Files Continuing Student Enrollment and Registration Checklist in student academic file.

Subject:

STUDENT ENROLLMENT, REGISTRATION, AND PROGRESSION

Dean, SON/designee:

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

PROCEDURE DOCUMENTATION:

New Student Enrollment and Registration Checklist
Continuing Student Enrollment and Registration Checklist
Class Rosters

REFERENCES:

College Policy #150: Collection, Disbursement and Security of Fees
College Policy #803: Satisfactory Academic Progress
OES Policy #150: Cash Control – Collection and Deposits
OES Policy #410: School of Nursing Class Roster
SON Policy #230: Curriculum Plan Agreement
SON Policy #421: Academic Status Notification
SON Student Handbook
SON Fee Schedule

REVIEW DATES:

June 1, 1991
August 11, 2005
December 12, 2006
May 13, 2010
July 11, 2013