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TITLE: Registration	
EFFECTIVE DATE: October 1, 2014	
LAST REVISION: October 9, 2014	Policy No. 5.572

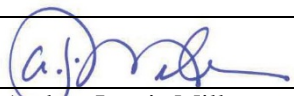
Policy Statement

Purpose

Students wishing to enroll in credit courses must complete the registration process within the official registration period as designated on the academic calendar for each term. The academic calendar is published on the college website. A student is not officially enrolled until all of the requirements of registration, including payment are completed.

Procedure

Students will be allowed to register for courses according to the dates set on the academic calendar as long as the course is not full and the student has met all necessary pre-requisites.

Source of Policy: Registrar's Office
 Related Policy: _____
 Approved by: 
 Chancellor Andrea Lewis Miller

Responsible Administrator: The Registrar
 LCTCS Policy Reference: _____
 LCTCS Guideline Reference: _____
 Date: 10/09/14