



## College Policy 4.05

### Course Enrollment

#### Part 1. Statement

Enrollment in a course is established when students has attended a course for which they registered. Students may enroll in a course via the web or in the Student Services Center.

#### Part 2. Enrollment Options

A student will not be allowed to take more than 19 semester credits per term without obtaining permission from the Registrar. Permission to exceed this limit will be granted if the student has compiled a 2.75 GPA at the College and accumulated 20 or more credits; or if a student transfers in a 3.0 GPA with an accumulation of 20 credits, or if there is other documentation or circumstances that justify an exception.

#### Part 3. Prerequisites

A prerequisite is a course that must be satisfactorily completed before a student may enroll in another course or program. A prerequisite can pertain to another class, instructor permission, an assessment test, or another possibility.

A student must satisfactorily complete any prerequisites listed for a course prior to enrolling in the course. Generally, prerequisites listed for a course prior to enrolling in the course. Generally, prerequisites are listed for a course in the term schedule and in the College catalog.

The College reserves the right to remove a student who does not meet prerequisites from a class or program and to cancel the student's enrollment for the class or program, without a refund.

**Date of Adoption:** 7/1/1999

**Date of Implementation (if different from from adoption date):**

**Date of Last Review:** 4/26/2001

**Date and Subject of Revisions:**