

3357:13-14-42 Registration Policy

(A) Course Registration

- (1) Students may register for courses via the web or in person at the Student Records Office (SRO).
- (2) Students in the Directions advising program, on probation, receiving funding through the Trade Adjustment Act (TAA) or in College Credit Plus (CCP) are required to meet with an advisor each term before registering.
- (3) Students should contact the SRO with questions about online registration eligibility or the Student Success Center (SSC) for help with choosing courses.
- (4) New students and students returning to NC State after an absence of one year or more are required to complete the application for admission and meet with both an admission advisor and an SSC advisor before registering for courses.
- (5) Web registration is available each term beginning with the first day of Priority Registration and ending at 11:59 pm of the second day of the term.
- (6) Students may change from one section of a course to another section of that same course at any point in the term. A completed Drop/Add form (form available in the SRO) is required to complete the process.
- (7) Courses may be dropped from a schedule through the *last day to withdraw* date posted on the academic calendar for the term. Student initiated withdrawals are processed in the SRO (see *Withdrawing from a Course* policy).

(B) Fee Payment

- (1) Students are required to pay fees, have financial aid awarded, or arrange for fee payment on an installment basis by the payment deadline in each registration period.
- (2) Students with unpaid fees will be administratively withdrawn from courses after the payment deadline has passed.

(C) Late Registration

- (1) It may be possible to add a course after online registration closes subject to the course instructor's approval. An instructor has the right to deny a student's late add request.
- (2) To add, a student obtains a First Week Registration Form (FWRF) from a division office, the SRO, or the SSC. The student then takes the FWRF to the instructor of the course.
- (3) The instructor gives permission for add by signing the FWRF and returning it to the student. The student then submits the signed FWRF to the SRO.
- (4) An FWRF may be submitted in person, by email, or by fax. The fax number for SRO is 419-755-4729. The add is not official until the FWRF is processed by the SRO.

- (5) The deadline for submission of a signed FWRP to the SRO is 4:00 pm on the first Friday of the term.

(D) Post-Late Registration

It may be possible in an extraordinary situation to add a course after the Late Registration deadline. In such case, all of the following must be met.

- (a) The student pays for the course in full by cash, check, or credit card at the time of registration.
- (b) The course instructor approves the student request to add the class by signing a Drop/Add form.
- (c) The student submits the completed Drop/Add form to the SRO.

Effective: February 25, 2020

Next Review: February 1, 2025

Review Dates: 10/19/11, 2/25/20