

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Services
POLICY/PROCEDURE: Registration
DATE: March 1, 1993
REVISION(s):

NUMBER: 5.61

Definition

Registration at the College is determined to be that act whereby individuals become students or reaffirm their status as a student in the College through the process of selection of classes and payment of fees; and the College initiates or reaffirms its commitment to the student through enrollment in classes, preparation of class rosters and student records. The official College calendar indicates the dates on which newly entering students are to register. Dates for registration of returning students will be publicized each term.

Completion of Registration

Registration is officially completed when the student pays or makes arrangement for paying fees with the business office. The business office will separate the registration form and disseminate as may be appropriate. A copy is retained by the business office and a copy provided the student.

The appropriate data from the registration form will be entered into the College Data System and reports disseminated. These reports will be the basis for official College records.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

5.61