

## College Operating Procedures (COP)



**Procedure Title:** Registration Policies and Procedures  
**Procedure Number:** 03-1702  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute 1001.64  
Florida Administrative Code F.A.C. - 6A-10.0315; 6A-14.0301; 6A-14.0541

**Procedure Actions:** Adopted: 7/24/09

**Purpose Statement:** The purpose of this policy is to summarize the registration processes that students engage at Florida SouthWestern State College (College).

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**Guidelines:**

The purpose of this policy is to summarize the registration processes that students engage at Florida SouthWestern State College. This policy and procedures document defines the registration process, student categories, course loads, fees, refunds, withdrawals, and cancellations.

**Procedures:**

**I. How to Register**

Registering for classes at the College is easy and convenient using the College's student online services ([www.FSW.edu](http://www.FSW.edu)). Students can also register for classes by visiting one of the College's three campuses or the Hendry/Glades Services. Special services for disabled students are available upon request (see Academic Policies and Procedures Relating to Students ).

Please refer to the College Calendar for registration dates. Other important registration dates, such as late registration, add/drop period, and refund and withdrawal deadlines, are also set in the College Calendar. The College Calendar is published in this Catalog.

Placement testing is required of all degree and certificate seeking students prior to registration. Testing is used to determine placement in English, mathematics, and reading courses. (Please see Assessment Services, in the Student Services section, for more information.)

All students, by registering for classes, assume the responsibility for familiarizing themselves with and abiding by the regulations, rules, policies and procedures of the College.

## **II. Student Categories**

- A. Full Time: A student enrolled in twelve credits or more during the Fall, Spring or Summer semesters, or six credits or more during a mini-semester is considered to be a full-time student.
- B. Part Time: A student enrolled in fewer than twelve credits during the Fall, Spring or Summer semesters, or fewer than six credits during a mini-semester is considered to be a part-time student.
- C. Freshman: A student who has earned less than thirty college credits is considered to be a freshman.
- D. Sophomore: A student who has earned thirty but less than sixty college credits is considered to be a sophomore.
- E. Junior: A student who has earned sixty but less than ninety college credits is considered to be a junior.
- F. Senior: A student who has earned ninety or more credits, prior to completing baccalaureate requirements.
- G. Credit: Students who enroll for college credit in a current session will be considered Credit Students.
- H. Non-Credit: Students enrolled in Continuing Education courses, which are not offered for college credit, are considered Non-Credit Students.
- I. Audit: Students who enroll for no credit, that is, students who audit a course normally offered for credit, will be considered Audit Students.

## **III. Academic Course Load**

A student may not take more than eighteen credit hours during the Fall, Spring or Summer semesters or nine credits during a mini-semester without the written permission of an academic advising specialist. The College reserves the right to limit the number of credits a student can enroll in if the student has been placed on academic warning or suspension.

## **IV. Registration Fees, Refunds**

### **A. Payment of Registration Fees**

Registration fees are assessed at the time of registration and must be paid by the payment due date. Registration is not finalized until all registration fees are paid. The student's registration may be canceled if payment is not made by the due date. Registration fees for courses added by the student after payment of initial registration fees must be paid for by the new payment due date, or the student must drop the course(s) by the last day to drop with a refund. Students who fail to drop an unpaid course are billed by the Business Office for all applicable fees and are responsible for payment of those fees.

### **B. Late Registration Fee**

Students who register for classes during the late registration period, as published in the Official College Calendar, are automatically assessed a nonrefundable \$75 late registration fee. This fee is not assessed to students who registered and paid prior to the late registration period and who are making schedule adjustments.

## **V. Refund Policy**

Refunds of matriculation, tuition and special fees are made only if the student drops the class by the last day to drop with a refund, as published in the Official College Calendar.

Exceptions to the Refund Policy may be authorized for certain events occurring prior to the midpoint of the semester. Student requests for refunds must be submitted through Schedule Adjustment Forms prior to the end of the next semester. The Schedule Adjustment Forms are available in the Office of the Registrar or the academic departments. Completed forms and third party supporting documentation must be submitted to the Office of the Registrar.

A student who is withdrawn from a class or classes because of administrative action, except for disciplinary reasons, is entitled to a full refund of matriculation, tuition and special fees.

A student who is withdrawn from a class or classes for disciplinary reasons is not entitled to a refund of matriculation, tuition and special fees.

Financial aid recipients receiving a refund may be subject to applicable federal and state regulations and laws.

The College reserves the right to apply any refund due to the student's account if the student has outstanding financial obligations.

## **VI. Adding, Dropping, Auditing or Withdrawing from a Course**

### **VII. Adding or Dropping Courses**

Students can add or drop courses, or change sections through the last day to drop with a refund, as published in the Official College Calendar. Students are financially liable for all courses that they are registered in after the last day to drop with a refund.

### **VIII. Auditing a Course**

Students who intend to register for a college credit course for which they do not want college credit may register as audit students. Students are not allowed to change from audit status to credit status, or from credit status to audit status once the last day to change audit/credit status has passed. Audit registration fees are the same as for credit. Audit students may participate in class activities, but are not required to take examinations and will not receive a grade or credit.

## **IX. Withdrawal**

A student can withdraw from any course by submitting the necessary form to the Office of the Registrar, or withdrawing on the Web, before the last day to withdraw, as published in the Official College Calendar. Withdrawals after that date may be granted only through established Florida SouthWestern State procedures. (Please see Petitions, in the [Student Records](#) section, for more information.) Please note: Students cannot withdraw from their entire semester schedule on the Web, as withdrawal from college requires seeing an advisor.

Students who officially withdraw from a course or courses before the withdrawal deadline receive a grade of a “W.” Students are limited to two withdrawals per course. Upon the third attempt, the student is not permitted to withdraw from the course and must receive a grade for the course.

Withdrawing from a course or courses may affect a student’s financial aid status, may result in the student having to pay the third attempt course surcharge to retake the course, and may affect the student’s anticipated graduation date.

Students should speak with their professor before withdrawing from a course and should meet with an Academic Advising Specialist to discuss the impact of a withdrawal on the student’s education plan. Students also should speak with a financial aid specialist to discuss the impact of a withdrawal on the student’s financial aid.

## **X. Class Cancellations**

The College attempts to honor its commitment to provide the classes scheduled for a given semester. However, at times, it is necessary to cancel a class due to low enrollment or the availability of a qualified instructor. In such cases, every effort is made to find an appropriate alternate class for the students.

## **XI. Student Online Services Access**

The College students can register and pay for classes, view grades, financial aid and transcript information, and obtain additional services by accessing student online services. Students must use their Banner ID number, which is a nine-digit code beginning with @ and followed by eight numbers, and their Personal Identification Number (PIN), which is initially the student’s date of birth in a six-digit format (mmddyy), to access the student online services. Students are required to change their initial PIN to a unique PIN the first time they access the student online services. It is important to remember the unique PIN as the student will be required to enter it to access the student online services.