

# Registration

Students are encouraged to talk with an advisor for assistance in developing their educational plan and scheduling classes. Registration occurs according to the Academic Calendar, typically one month prior to the semester start. The academic year is composed of two semesters—Fall and Spring—each of which consists of 16 instructional weeks. In addition, shorter sessions, including 12-week and 8-week terms are also provided for students. Summer sessions are a minimum of 8 weeks.

Students meeting certain criteria may register online through Self-Service, an online Web-based portal. New students, students with fewer than 12 credits earned, and special students will need the assistance of an advisor to register. Through Self-Service, students may review their scheduling options, develop preliminary schedules, and register. Registration information includes class beginning and ending dates, meeting days, class times, and course prerequisites and corequisites. The Self-Service Portal allows students to review their Academic Plan/Progress and includes a Program Evaluation tool and links for a student's end-of-semester grades, grade point average, transcript, placement test scores, and current class schedule.

Students are encouraged to register early to have a better selection of course offerings. Students will not be able to register for a class once that class has started.

## Priority Registration for Students

Priority Registration is a process during which students closest to graduation are given the first opportunity to register online for their courses for next semester. Priority registration dates are assigned based on the cumulative number of curriculum credits earned at Craven. See the Academic Calendar for specific dates.

Degree seeking students who are enrolled full-time are encouraged to register early for the next semester to obtain seats in desired courses. At the end of the Priority Registration period, both currently enrolled and new students can register for classes. Registration for classes will continue until the first day of classes.

## Credit Load

Students should enroll in the number of courses that will allow for successful completion. In general, students should plan on spending one hour of study outside the scheduled classroom time for each hour of credit awarded in a course. Semester hour credit is awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory work depending on the type of laboratory, and one semester hour of credit for each ten hours of cooperative education work experience. See Course Descriptions for particular course credit information.

## Course Overload Petition

Students may register for 19 semester hours of course credit for fall or spring semesters without restriction. With the approval of the professional academic advisor or Faculty Advisor, a student who has earned a cumulative average of 3.0 in all work may enroll in more than 19 hours of course credit.

Students enrolled for summer semester are cautioned that 19 semester hours credit is an exceptionally heavy load. Twelve semester credit hours (or less) is the recommended summer course load.

## Prerequisites

Certain courses require a grade of C in the prerequisite course to maintain course registration. These grade requirements are noted in the prerequisites listed in the course description in the college catalog. Continued registration in these courses depends on completion of the prerequisite with a grade of C. Students receiving a grade of D in certain prerequisite courses will be automatically removed/dropped.

## Corequisites

A corequisite is a course that must be taken at the same time as another course. Course corequisites, if required, are listed under each course in the Course Description section of this catalog.

## Auditing a Course

Students wishing to audit courses must meet prerequisites for the course. Students must register and pay for the course, complete a Permit to Audit form, and submit the form to Student Services. Audit students receive no course credit; however, students auditing classes may participate in class projects, class work, class discussions, and take examinations. In the event of limited classroom space, priority for a classroom seat must go to the student enrolled for credit. A grade of AU does not satisfy a prerequisite for another course.

Senior citizens (age 65 or older) may audit curriculum and continuing education courses tuition-free as space allows. A senior citizen seeking to audit a curriculum or continuing education course shall not displace a paying student enrolling in that same course. Seniors will be responsible for the purchase of course materials (books, supplies) required for the course and/or fees associated with the course. Senior citizens are not eligible to audit cohort-based courses (e.g. health programs, aviation), nor may they audit Adult Enrichment, community service, self-support, or customized training courses.

A change from audit to credit is permitted only during the registration period. Students may change a course from credit to audit through the last day to withdraw (see the Academic Calendar).

Procedures for changing credit to audit during registration period:

1. Complete a [Permit to Audit Courses form found at Student Forms](#).
2. Submit the completed form to Student Services in Barker Hall, 1<sup>st</sup> Floor (Financial Aid may be affected by this change).

**Note: Financial Aid and VA educational benefits are not available for audited courses.**

## Repeating a Course

Students may repeat a course as many times as necessary to receive a passing grade. Students who audit or receive a passing grade may repeat a course twice. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. Students who receive transfer credit for a course may repeat it twice.

**Students will not receive VA educational benefits for repeating a course which they have already passed or for which they received transfer credit, with the exception of ADN or PN programs. Military students will not receive tuition assistance for courses previously covered by tuition assistance. Financial aid students may repeat a course with a grade of D or higher once for the purpose of receiving a higher grade.**

If a student wishes to retake a previously passed course more than three times for personal benefit or otherwise, the student will not be counted for budget funding.

Students planning to transfer to other colleges or universities should note that these institutions may include all course attempts when calculating their grade point averages for admissions purposes, and may not honor this school's computations.



## **Cancellation of Classes**

The College reserves the right to cancel any class due to insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of physical facilities. Students enrolled in cancelled classes will be notified and will have an opportunity to register for available courses. To ensure timely notification, students should be sure that the College has a current phone number and home address and that they regularly check their student email account.