



<b>Title:</b> Registration Policy	
<b>Written by:</b> Registrar	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2009; 4/2013; 4/2016; 2/2020
<b>Approved by:</b>  _____ Chancellor	<b>Governing Board Approval:</b>  _____ Date
1/12/2016 Date	1/12/2016 Date

**PURPOSE**

**Student Responsibilities**

Upon enrollment at Trinity College, the student enters into a contractual agreement with the College. Inherent in this agreement is the obligation that the student will abide by the policies, rules, and regulations that govern the institution. It is the student’s responsibility to register for classes at the designated times. The individual student is responsible for satisfying the requirements of his/her selected program curriculum.

Registration for classes creates a financial obligation by the registrant to pay tuition and fees and constitutes an understanding and acceptance of this responsibility. Students will not be permitted to register if an outstanding balance appears on the billing statement or a billing hold appears on the account.

**DEFINITIONS**

**Office of the Registrar**

This office is responsible for scheduling of classes, transfer evaluation, degree audits, graduation approval, in-school deferment requests and transcripts, in addition to other academic services.

Hours are Monday through Friday. You may also call 309-779-7704 for assistance or to request an appointment.

In order to participate in an online or hybrid learning course, students must have access to a computer PC or MAC and the internet. Online orientation modules are offered to students currently enrolled in one of the College's online or hybrid courses. The purpose of these modules is to familiarize students with the "Blackboard" platform used by the College. These modules can be accessed from the College webpage using the quick links menu found on the home page.

Blackboard Learn Help for Students is available at: <https://help.blackboard.com/Learn/Student>

Note: Students are able to access the internet through the computer lab at the College.

## **POLICY**

### **Academic Advising**

Each student at Trinity College is assigned a faculty advisor. The advisor guides the student throughout the program and facilitates course selection, career development, and academic progress. Although periodic advising sessions are scheduled to review progression toward completion of the academic requirements, the final responsibility for completion of these requirements remains with the student.

The academic advisor will administratively withdraw current or returning students who do not register for coursework or initiate a leave of absence at the end of the term. This excludes students who are unable to register due to a billing hold. The student can subsequently apply for readmission into the program. Applicable forms and fees apply for readmission.

### **Auditing a Course**

Some courses at Trinity College may be audited with permission of the faculty. The faculty member and the student who is auditing the course determine the level of participation in classroom activities by mutual consent. Students who are auditing may not be subject to exams, reports, or projects. Arrangements for auditing must be completed with the related course faculty during the registration period. Students may register for a partial number of course hours as agreed to by course faculty. Audit enrollment receives no course credit and is not included in the student's total course load for that semester for purposes of enrollment certification and financial aid. Transcripts will reflect the designation of "AU" for an audited course. Courses taken for audit can be repeated one time for credit. The 'per credit hour' fee for audited courses is the same as the fee for courses taken for credit. Once enrolled, a student may not change class registration status from audit to credit or from credit to audit.

### **Course Cancellation**

The College reserves the right to cancel any course. The College Registrar in conjunction with the Dean of Nursing & Health Sciences will determine cancellation of courses; students will be notified of cancellations and assisted in identifying appropriate registration options.

## **PROCEDURES**

### **Registration Procedure**

To register, students must follow these steps:

1. Review your curriculum plan in the College Catalog to determine courses needed for registration.
2. Contact your advisor *prior* to registration to confirm course selection and academic progress.
3. Check the number of credits needed for financial aid. If in question check with the Financial Aid Office.
4. Register online through the Student Portal for all Trinity College classes.
5. Meet with your assigned Trinity College faculty advisor to complete all necessary paperwork to register for general education classes through cooperating institutions.
6. Complete registration within the designated timeframe or a late registration fee will be assessed.

Students registering late for a course are still responsible for all coursework missed and penalties for non-attendance.