



Title: Registration Policy	
Written by: Registrar	
Date Initiated: 4/2007	Date Revised: 4/2009; 4/2013; 4/2016; 2/2020; 2/2021
Approved by:  Chancellor	Governing Board Approval: 1/12/2016 Date
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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.

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 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.

Auditing a Course

Some courses at Trinity College may be audited with permission of the faculty. The faculty member and the student 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. 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 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 the curriculum plan in the College Catalog to determine courses needed for registration.
2. Contact 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 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.