

Procedure 3.0202

Curriculum Registration Calendar Procedure

The registrar, vice president of student services, vice president of academics, and a member of the Business Office will develop a curriculum registration calendar one academic year in advance which will contain the following information:

- Due dates for fall, spring, and summer course schedules as due to the Registrar's Office
- Date of publication of fall, spring, and summer course schedules to the College website
- Advising/Registration dates for high school students, graduating students, and all other students
- Dates bills are mailed (1st and 2nd billing dates)
- Last dates to pay for courses
- Deregistration dates
- 100% and 75% refund dates
- Drop/Add dates
- First and last day of classes
- Last day to withdraw without academic penalty
- New Student Orientation dates
- Eight-week course registration dates (Great 8's)
- Pre-purge dates

When the registration calendar has been developed, the registrar will submit it to the Instructional Calendar Registration Committee (ICRC) for approval. Once approved by the ICRC, the registration calendar will be submitted to Senior Staff for final approval. All approval dates will be noted in the upper right-hand corner of the calendar.

References

Legal References: *Enter legal references here*

Procedure

Cross References:

[Operational Calendar Planning Policy](#)

[Instructional Calendar Planning Procedure](#)

[Registration Procedure](#)

[Drop/Add/Withdrawal Procedure](#)

[Financial Aid Disbursement Procedure](#)

[Holiday Procedure](#)

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: 3/21/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*