

Procedure 3.0916

Registration Procedure

Curriculum Registration

Students must register prior to the beginning of the term or course in which they plan to attend. Registration dates for each term are [announced](#). Registration is permitted only during announced registration windows except in programs which operate under open registration or by special permission of the vice president of academics.

Registration is normally held several weeks before each term begins. Registration allows the students and the advisors to evaluate progress and plan the courses to be taken during the following term.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved all outstanding debts.

Continuing Education Registration

Students must register prior to or at the census point of the class providing seats are available. Start dates of classes are announced in the Course Catalog published each spring, summer, and fall. The Course Catalog is also posted online on the BCCC Continuing Education website.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved all outstanding debts.

Exceptions to this procedure include:

- A person, other than the student, or organization demonstrates to the satisfaction of the College the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;
- A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where a company or agency pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency;
- A student is classified as a captive or co-opted student pursuant to 1D SBCCC 700.98(a);
- A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2).

Procedure

References

Legal References: 1E SBCCC 200.2; G.S. 115D-5(b)(2); 1D SBCCC 700.98(a)

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Policy](#)

History

Senior Staff Review/Approval Dates: 05/09/2016

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

Implementation Dates: *Enter date(s) here*