

The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Registration and Enrollment Services policies ensure open admissions and appropriate registration into courses that the student is qualified for and to comply with any College, state, and federal regulations. Procedures include: admission requirements; residency requirements; registration information; placement, proficiency and prerequisites; catalog choice and ongoing enrollment; student classification and standing; transcripts; and transferring credits to and from the College, including reverse transfer, and other related procedures.

Date of Adoption: *Adoption of Manual: July 2008*

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Admission Requirements (ARS 15-1805.01)

A. Admissions to the community colleges in this state may be granted to any person who meets at least one of the following criteria:

1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is at least eighteen years of age and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Each community college district shall adopt policies regarding the admission of students who are under eighteen years of age that include, at a minimum, student completion of course prerequisites and the following requirements:

1. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
 - (a) A composite score of 720 or more on the PSAT.
 - (b) A composite score of 720 or more on the SAT.
 - (c) A composite score of twelve or more on the ACT.
 - (d) A passing score on the relevant portions of the statewide assessment.
 - (e) The completion of a college placement method designated by the community college district that indicates the student is at the appropriate college level for the course.
 - (f) Is a graduate of a private or public high school or has a high school certificate of equivalency.
2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.

C. Homeschooled students are exempt from subsection B of this section.

D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

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References: *ARS 1805.01*

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Registering for Classes

Definition: MCC defines Registration as the process of choosing classes, enrolling in courses and paying/making payment arrangements for appropriate tuition and fees for the selected classes.

Registration as a Commitment: Registration is regarded as a commitment to comply with all regulations of the college. Students may not attend classes until they are officially registered in those classes.

Ongoing Registration: Registration for current and upcoming semesters is ongoing during specific times through the academic year either on ground or online.

Completion of the Registration Process: Registration is complete when all tuition and fee payment arrangements have been made. Payment arrangements must be made by the dates listed on the inside front cover of this catalog and posted at each campus registration area.

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Adding, Dropping or Withdrawing From a Course

A student may add a course during the first week of the term. A student may drop a course and receive a refund, if applicable, previous to and during that course's official Add/Drop period. (See section on Refunds for more information.) The current catalog lists the specific Add/Drop dates.

Withdrawal (W Grade)

1. It is the student's responsibility to withdraw from a class. Ceasing to attend the class does not constitute a withdrawal. Students who stop attending their classes and do not follow the withdrawal procedure will receive the grade earned for all assignments and exams given during the entire course. This grade could be an "F" or a "U".
2. Debts owed to the college must be cleared by the Bursar before the student will be officially withdrawn from any course. These debts include, but are not limited to:
 - Library Fees
 - FACTS Loans
 - Financial Aid Obligations
3. The current catalog lists the specific withdrawal dates for this academic year.
4. MCC may withdraw dual enrollment students from their current courses if a signed withdrawal form or letter is received from the student's high school registrar stating that they are no longer a student at that specific High School. The last day of attendance must be present in the provided documentation from the high school registrar.

Withdrawal Procedure

Note: This process can take four business days; please plan ahead.

The last day that Enrollment Services will accept withdrawal forms is the official course withdrawal date of the current MCC catalog. If a form is received after the withdrawal date, regardless of the dates on the signature lines within the form, the student will not receive a withdrawal grade, but will, at the end of the semester, receive the grade he/she has earned for the course.

1. The student contacts a Student Services Specialist who is an expert in Financial Aid to find out how they will be financially impacted by withdrawing from class.
2. The student e-mails or speaks with the instructor to inform them of intent to withdraw from the class.
3. Student logs onto their JICS account and completes the withdrawal form.
4. The date the form is submitted serves as the last date of attendance.
5. Enrollment services will process the withdrawal, assign the withdraw grade.

6. Enrollment services sends an e-mail to the student, the instructor, Financial Aid, and the LMS representative as notification of the completed withdrawal.
7. The withdrawal form will be moved into the student's file.
8. Form must be submitted during the withdrawal period for student to be withdrawn from the class.

Reinstatement Procedure

Upon being notified of the student's decision to withdraw from the course, if the faculty contacts the student and convinces the student that they can be successful in the class, the student can be reinstated in the class.

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Administrative Withdrawal (WR Grade)

The college reserves the right to withdraw students from classes at any time during the semester.

A student may appeal an administrative withdrawal by following the grade appeal procedure described in the current catalog.

A class where the student has received a WR grade can affect a student's financial aid or VA education benefits.

A student may be administratively withdrawn for four reasons:

WR1	This grade is given by administration to a student for NON-PARTICIPATION	0
WR2	This grade is given by administration to a student for NON-PAYMENT.	0
WR3	This grade is given by administration to a student for disruptive behavior.	0
WR4	This grade is given by administration when the student is deceased.	0

Administrative Withdrawal for Non-Participation (WR1)

A withdrawal for non-participation is submitted via an academic alert by the course instructor. The WR1 grade request may be initiated after three consecutive weeks of non-participation, following the first week of the class. Each request is based upon concrete evidence e.g., course gradebook, of non-participation provided by the instructor.

The student is notified of the non-participation request via their MCC email account and/or telephone by the instructor, program director, and/or an associate dean. If there is no response from the student to resolve the situation within 5 business days of the notification, the WR1 request may be signed by the designated program director or associate dean in order to be processed by the Registrar's Office.

A Last Date of Attendance (LDA) is provided with WR1 request. Please see the Withdrawal section in the college catalog and/or student handbook in order to determine the Last Date of Attendance.

Administrative Withdrawal for Non-Payment (WR2)

The following is the process followed if a student misses a payment the student is contractually bound to make (payment plan or promissory note).

1. Student is notified via a regroup message by phone, text and emails that the student may make the missed payment before midnight on the 5th of the designated payment plan month.
2. If a student does not make the payment, the student will be administratively withdrawn from their 100-200 level classes and receive a WR2 Grade.
3. An e-mail informing the student that the student has (1) been administratively withdrawn for non-payment from all classes (2) that the account must be paid in full and (3) to contact the College as soon as possible is sent.

4. Each instructor receives an e-mail that the student has been administratively withdrawn for non-payment and is no longer allowed to attend classes.
5. Access to the Learning Management System is removed.
6. When the student satisfies the account in full, the WR2 grade is removed and the student is reinstated in classes via Enrollment Services.
7. The instructor will be notified by e-mail that the student has been reinstated in class.
8. In the next batch run, access to the Learning Management System is restored.

Administrative Withdrawal for Disruptive Behavior (WR3)

This grade is given by administration to a student for disruptive behavior. See 4.090 Student Code of Conduct.

Administrative Withdrawal for Student Death (WR4)

This grade is given by administration when the student is deceased.

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Non-Participation Drop

Students registered for on-ground courses must attend, or contact the instructor, during the first calendar week after the official start date, or within seven days of their registration if they register after the official start date. Students registered for online courses must participate, or contact the instructor, during the first week after the official start date, or within seven days of their registration if they register after the official start date.

Absence, non-participation, or lack of contact with the instructor about the absence or non-participation within the defined time frames will result in being dropped from the course. A student may appeal this action within a week of being dropped for non-attendance (On-ground) or non-participation (online) by contacting an Associate Dean of Instruction at the respective campus, the Associate Dean for Distance Education or the Program Director. In the event the course instructor is a program director or an associate dean, the appeal will be facilitated by the Chief Academic Officer. Faculty will verify their final student rosters by the fourteenth (14) day of the term to the Registrar's Office.

Date of Policy Adoption: *Adoption of Manual: July 2008*

Date of Last Procedural Review: *January 5, 2021*

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Repeating Classes

Specific MCC academic programs and financial aid limit the number of times a credit course may be repeated. Where the requirements of those programs are more stringent, they supersede this procedure. Exceptions to the following course repeat limits require the written approval of the Dean of Instruction.

A student may repeat the following credit courses once after the initial attempt:

- Courses where the most current grade is a B, C, D or F.
- Courses in music and theatre performance.

Students may repeat as necessary:

- Precollege Studies courses, in order to raise the skill level for success in college-level work, as authorized by an advisor.
- Courses to acquire certification (e.g., First Aid). Note: This is not to be confused with earning an MCC Certificate of Proficiency.
- Courses to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation).
- Any course in which a "W" is received.
- Non-credit courses.
- Only the higher of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript. Credit courses at MCC will only be counted once toward fulfilling the credit requirements for any degree or certificate.

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References:

4.065-G

**Enrollment Services
Auditing Classes**

4.065-G

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Auditing Classes (AU Grade)

No credit will be given for audited courses; they do not count as part of the semester's credit hour load or as credit toward graduation. Students will not receive financial aid or veterans educational benefits for audits. A course may be repeated beyond the stated limits of the Repeat Policy as an Audit. An Audit designation must be specified by the student during registration. Audited courses will appear on the transcript with an "AU" grade.

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References:

4.065-H

**Enrollment Services
Independent Study**

4.065-H

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Independent Study

If a student wishes to take a class by Independent Study, he/she must meet with an advisor to see if the student meets the Independent Study application requirements. An associate dean or program director must approve the application before a student may register for the class.

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Dual Enrollment Opportunities

The Dual Enrollment Program was designed to provide an opportunity for qualified high school students to enroll in college courses at high school locations, and to earn high school and college credits simultaneously. Mohave Community College has established agreements with local high schools to offer selected courses to students who have been identified as candidates for college-level work. Dual Enrollment courses are offered in both academic and occupational areas.

The Dual Enrollment program is primarily geared to high school juniors and seniors. However, select freshmen and sophomores academically prepared to take on advanced work may enroll in the program as well. The state (ARS 15-1821.01) has set a waiver limit which stipulates that no more than 25% of the students enrolled in a dual enrollment class can be freshmen and sophomores. A procedure to waive the class status of able learners is available to permit talented freshman and sophomore students enroll in dual enrollment courses.

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Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 15-16 credit hours per semester. Students may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credit hours requires the approval of the Campus Dean.

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Non-Credit Community Education

Non-credit Community Education classes are available to register:

1. Online at the College's website, Mohave.edu
2. By phone by calling 866.664.2832
3. Visiting a campus

Fees: Tuition fees are due and payable at time of registration. The cost of each class is stated with the information about that offering. Fees vary in accordance with the number of sessions of a class and the supply costs. Community Education programs are sustained by student revenues, so classes must meet minimum enrollment. In the event of any administrative cancellation, you will receive a full refund of your tuition.

Refund/Cancellation Policies: The College does everything it can to ensure classes run; however, in the event of low enrollment, classes may be cancelled. Full refunds are provided up to the first class session. Refunds are not provided after classes have met.

The Community Education program accepts credit card payments only. All refunds of credit card payments will be issued to the same credit card as the original payment. Expired or closed credit card payments will be refunded. Please allow up to 10 business days for processing of all refunds.

Non-Credit Corporate Education

Please contact a Corporate/Community Education Coordinator for details regarding corporate education opportunities.

Other Non-Credit Enrollment

The College is not responsible for the enrollment in classes offered on its campuses by third parties.

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