

## REGISTRATION PROCESS NOTES

- **Online Registration Process Overview:**

- Students meet with their advisor. The advisor provides guidance and alternate pin and reminds the students that they need the pin for the entire semester in case they need to add or drop courses.
- Students log into their NOW accounts and register for courses.
- Students may drop online until the drop deadline for each part of term.
- Students may waitlist themselves up to the last day to pay for full-term courses and two weeks prior to the week the course begins for short-term courses.
- Faculty enter overrides online through NOW to permit students to register in their course for the following reasons:
  - **Corequisite** - permits student to register without registering for required corequisite.
  - **Major** - if course has a major restriction, this permits student to register even if they have a different major.
  - **Prerequisite** - permits student to register if they do not meet the prerequisite. This does not release the student from having to complete the prerequisite course.
  - **Special Approval** – permits student to register when special permission is needed (i.e., an online mathematics course with a required orientation)
  - **Time Conflicts** – permits a student to be late or leave early from your course.

- **Waitlists details - Faculty may print their waitlist until 5:00 a.m. on the Monday of the week in which the course begins.** Students must waitlist themselves through NOW. This must be done by the last day to pay for full-term courses and up to two weeks prior for short-term courses. When space becomes available, students are notified through their WVNCC email. Students must register for the course online by the deadline specified in the email (typically 24-48 hours). Waitlist notifications are shut down on the Friday prior to the start of a course. This forces these students to register prior to the start of the class.

By the time a course starts, students can no longer register in the course online. This allows faculty to see an actual enrollment count for their course. Faculty can no longer issue capacity overrides as this will cause an override of waitlisted students. Waitlisted students who are unable to register (due to a class remaining full) in addition to non-waitlisted students who want in a class are instructed to attend the first class meeting. Faculty must initial each student's late registration form granting permission to register for the course.

- **Late registration** - Students attempting to register after the Sunday prior to the start of a course are considered to be registering late, can no longer register online, and must complete a late registration form. The form requires the student to meet with their advisor (unless the student is already registered in a course) and to obtain each faculty member's initials on the form granting permission to register late in their course. The student is required to pay the late fee (currently \$50; unless the student is already registered in other courses). The late forms are available at the Service Centers or online on the Registrar's website. They closely resemble the former registration cards.

- **Students who are attempting to register late for a distance education course need to do the following:**

STUDENTS WHO CANNOT COME TO CAMPUS:

1. Students email the instructor using their WVNCC email account seeking permission to register late.
2. Students forward the instructor's email granting permission to Kim Patterson.
3. Kim completes the late registration form, attaches a copy of the email granting permission, and sends it to Tami Becker or Kerry Sneddon.
4. Tami/Kerry check the registration to ensure the course is in the student's program, etc. (advising).
5. Tami/Kerry delivers the materials to the Service Center for processing.
6. Service Center Personnel calls the student to determine how the student is paying for the course (unless they are a financial aid recipient – staff must verify funds with Financial Aid Office). Students must pay at the time of registration. Service Center Personnel process the registration and sends student a copy of their schedule.

STUDENTS WHO CAN PHYSICALLY STOP AT THE CAMPUS:

1. Students email the instructor using their WVNCC email account asking for permission to register late.
  2. Students must complete the Late Registration form, obtain their advisor's signature (unless they are already registered in a course) and attach a copy of the email to the form
  3. Students take the form to the Service Center for processing and payment.
- **Transient students** - must have a transient letter from their home institution and complete a WVNCC application. When the transient letter is received, the student's alternate pin is removed, and prerequisite overrides are issued. Transient students also register through NOW.
  - **CLC** - Once approved, students are sent a letter. If the student is already registered for the course, there is nothing further they must do. If the student is not registered and it is prior to the start of the course, the student is supplied with the CRN and must register online. If they are registering after the Sunday prior to the start of the class, they are sent a late registration form. The Registrar's Office initials as the faculty member giving permission to register late. Students take the form to the Service Center and pay the late registration fee. The late fee is not charges if they are already registered in other courses).
  - **Audit** - students wanting to audit a course must register online. A Request to Audit a Course form must be completed and submitted to the Service Center within the first two weeks of a course (or comparable time for a short term course). Students are responsible for informing the faculty member of their intent to audit the course.