

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA		
Policy Title	Registration/Reregistration Policy and Procedure		
Policy Category	Academic Policies		
Subject	Provision of effective and efficient registration processes		
Office Responsible for Review of this Policy (Office)	Admission and Registration Department		
Related Policies	Academic Affairs Policies		
Version	2	Effective Date	01.01.2019

SCOPE

This policy applies to the registration of new students and reregistration of continuing students applied by the Admission and Registration Department and Academic Advisors.

POLICY STATEMENT

In order for a student to register for classes, he/she must have met all initial admission requirements and his/her financial obligation to the College must be current. Following are the guidelines for registration:

PROCEDURE

1. The College reserves the right to limit enrolment in any course and to cancel any course in which there is insufficient enrolment.
2. A prerequisite is a course or additional preparation that must be completed before enrolling in an advanced course.
3. Dates for the registration period shall normally be published in the Academic Calendar.
4. A continuing student is not allowed to register for the next semester unless his/her outstanding fees have been paid in full;
5. Registration for courses should be made in person, during the dates announced by the Admission and Registration Department or from the College website. In case of in-person registration, students must secure all signatures required on the registration form;
6. Registration is only offered for courses offered in a particular semester. Lists of courses offered will be posted on the Student Bulletin Board prior to the registration period;
7. An academic advisor is responsible for counselling the student on courses that should be registered and suited to the student's academic capabilities. The final decision is the student's, and he/she should bear the responsibility for his/her own choice.

8. A continuing student who is registered after the preannounced course registration period should get an approval from the academic advisor and respective HoD. He/she will be fine a late registration fee;
9. Registration priority in any course is for the graduating students;
10. Change of selection is not allowed once the registration period is over.

DEFINITIONS

No Definitions apply to this policy.

REVISION HISTORY

Version No.	Effective Date	Summary of Changes
1	01.05.2006	First iteration
2	01.01.2019	Changes to format for consistency with Policy on Policy requirements Change in title from <i>Registration/Re-registration Process and Guidelines</i> to <i>Registration/Reregistration Policy and Procedure</i> Update processes throughout to reflect current application.