

REGISTRATION, SCHEDULE CHANGES, AND STUDENT CLASSIFICATION

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a summer session (12 weeks). Courses may be offered at various times within the semester. Students can find schedule information and register for classes online by logging in to the MYGOCC portal at mygocc.glenoaks.edu (<http://mygocc.glenoaks.edu/>).

Registration Policy (3.17)

To register means to complete the registration process in MYGOCC or submit a registration form in Etrieve and to pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by the Vice President of Academics, and the Registrar is to be notified in advance in writing by the authorizing person.

Note: Students are not officially admitted to a class unless they are registered. Full tuition payment is due or a payment plan must be completed at the time of registration. Students must also complete an Application for Admission and may be required to participate in course placement testing before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

Classes Beginning and/or Ending at Different Times of the Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates will be communicated by the Registration Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Adopted by Board of Trustees July 1992, revised 9/14/05, reviewed 9/17/14, 3/9/23

SCHEDULE CHANGE POLICY (Policy 3.18)

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Vice President of Academics is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction.

A change in registration for class(es) is not official until completed by the student in MYGOCC or processed by the Registration Office through Etrieve. The date this form is approved by the Registration Office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from an advisor and/or instructor before a schedule change is made.

Course Load

A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a "full load." A "full load" is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from an academic

advisor. Those seeking permission to overload during a given semester should have an accumulated grade point average of 3.0 or better.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14, title updated 1/2020, reviewed 3/9/23

Registration for Academic Courses

To register means to complete the registration process and pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority, and the Registrar is to be notified in advance in writing by the authorizing person.

Students are not officially admitted to a class unless they are properly registered.

Classes Beginning and/or Ending at Different Times of Semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Registration for Business Customized Training Courses, and Short Seminars

Students may register using a variety of methods designed for ease of registration and student convenience. Please contact the Business Services Office for further information.

Student Classification

Full-Time Student

A student who registers for 12 semester hours of credit or more in a given semester.

Part-Time Student

A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

Freshman

Any student who has completed fewer than 28 semester hours of credit.

Sophomore

Any student who has completed 28 or more semester hours of credit.