

## REGISTRATION

**R**egistration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student.

Dates for registration of new and continuing students are announced and posted before each term. Students entering COM-FSM for the first time either as freshmen or transfer students will be given an orientation.

### STUDENT ADVISEMENT

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisor, follow the sequence of courses for their program to insure timely graduation. This Director of Academic Programs or her designee assigns students to advisors who are either a faculty member or a counselor.

### CLASSES

**Class Schedule:** The Director of Academic Programs/Instructional Coordinator is responsible for developing the class schedule in consultation with the Director of Admissions, Records and Retention and the chairpersons of the academic divisions. The class schedule contains the semester offerings, as well as the time, instructor, room assignment, and enrollment limit of each course. This schedule is updated periodically during registration until classes begin.

**Changes in Student Class Schedule:** Changes should be minimized. However, if a change is unavoidable, students should obtain the proper forms from the Office of Admissions, Records and Retention. A change will become official only after the proper forms have been signed and returned to said Office.

**Adding/Dropping a Course:** Courses may be added or dropped by students through the first week of instruction by completing the add/drop form that is available from the Office of Admissions, Records and Retention. Students who fail to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount for the course.

**Withdrawing from a Course:** Students who are planning to withdraw from a course must see their academic advisors before withdrawing from the course. The academic advisors will assist the students in completing the withdrawal form and sign it before returning it to the student who then secures the instructor's signature, thence submits the form to the Office of Admissions, Records and Retention. If the advisor is not available to assist the student, the Vice President for Instructional Affairs or her designees can assist the student in completing the withdrawal form. However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal form.

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal form per registered course for post-drop period withdrawal. The completed forms thence submitted to the Office of Admissions, Records and Retention.

Students should be aware of the following timeline and charges for withdrawing from a course:

- Withdrawals within the first week of classes will not be recorded on the students' transcript.
- A grade of "W" will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
- A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.
  
- Tuition will not be charged for withdrawals during the add/drop period.
- For withdrawals after the add/drop period, full tuition (100%) will be charged for the course. Summer session deadlines for these changes are noted on the calendars at the beginning of this catalog and are posted each session.

Students should understand that withdrawing from a course may prolong their time at the College. Courses in degree programs are offered in sequence and some courses are not offered every semester.

## CLASSIFICATION AND IDENTIFICATION OF STUDENTS

**Freshmen:** Students in a degree program who have earned less than 30 semester credits.

**Sophomores:** Students in a degree program who have earned from 30 to 70 semester credits.

**Full-time Students:** Students who register for 12 or more semester credits in a regular semester or 6 credits in a summer session. For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters and 6 credits for the summer session.

**Part-time Students:** Students who register for less than 12 semester credits in a regular semester or less than 6 credits in a summer session.

**Degree Students:** Students who have met all admission requirements and have been officially admitted into a degree program.

**Unclassified Students:** Students who have not been admitted to a degree program.

**ANY CHANGE OF PERSONAL DATA SUCH AS ADDRESS, NAME, OR MARITAL STATUS SHOULD BE REPORTED IMMEDIATELY TO THE OFFICE OF ADMISSIONS AND RECORDS.**

### CREDIT LOAD

The number of semester credits that a student carries is called the credit load. An average load is 15 credits during the regular semester and 6 credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester and 6 credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

### **MAJOR SUBJECT AREA**

The subject in which students plan to earn their degree is the major subject area. COM-FSM degree programs are listed and described later on in this catalog. Counselors are available to help students who have questions about or problems in choosing a major. The courses in the various majors are offered in sequence over several semesters.

Students who begin with one major then wish to change major must wait until the required sequence of courses in the new major is offered. They may have to wait as long as a year. Students are strongly advised to seek career counseling before declaring a major to avoid disrupting their program of study and lengthening their total time in college.

### **AUDITING CLASSES**

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained. The extent of classroom participation is at the option of the instructor. Auditing students must register and pay a nonrefundable fee of \$20 per credit. Audited courses cannot be changed to credit status.

### **ARTICULATION**

The College has established articulation agreements with several institutions in the region and the U.S. mainland. Students planning to transfer to these colleges should plan their program here to optimize transfer of their COM-FSM credits to the articulating institution.

Students planning to transfer to another institution should consult with their academic advisors or counselors for transfer purposes and further information on relevant colleges.