

# REGISTRATION AND ENROLLMENT

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## Registration

Registration is the process of being formally admitted to Seward County Community College/Area Technical School (SCCC/ATS), choosing a program of study and having it approved by an advisor, enrolling in individual courses, and then paying tuition and fees. Registration and enrollment for classes is conducted according to dates published in semester schedules, academic calendars, and tabloids.

## Enrollment Procedures

After students have been admitted to SCCC/ATS and have completed either the placement assessment or the ACT examination, an advisor will be assigned. Advisors provide students information on programs of study, degree requirements, career pathways, and course information. Advisors also assist students with course schedules, enrollment steps, and semester timelines.

Enrollment dates for specific semesters along with semester timelines are published each academic year; students are responsible for complying with these published timelines for enrolling, dropping and adding courses, withdrawing from the college, etc. Enrollment in classes can be conducted in person at the Registrar's Office or on the SCCC/ATS Website. Advisors will guide students which method to use. To be considered officially enrolled in classes, tuition and fees must be paid at the Business Office; any payment arrangements must be made directly with the Dean of Administrative Services. For students receiving financial aid, charges for tuition and fees, books, and campus housing may be deferred; students should check with the Financial Aid Office to ensure that financial aid files are complete.

### Audit Courses

Enrollment in a course for audit requires written approval from the Instructor, the Dean of Instruction, and the Registrar. An audit course is considered non-credit and a grade is not given. Since no grade is given, the student's grade point average is not affected, and the course will be recorded on a student's transcript as "audit" (AU). An audited course cannot be changed to credit status. The student must follow the college admissions and registration procedures, including payment of tuition and fees for the course.

### Credit Hour Enrollments

One (1) hour of college credit is usually earned for each clock hour per week a student attends class during a semester, except laboratory-type classes which require additional time under an instructor's supervision. A minimum of two (2) clock hours per week of independent study is recommended for one (1) hour of classroom activity. Sixteen (16) college credit hours is considered a standard semester load (Fall/Spring) at SCCC/ATS. A student must have prior written approval from their academic advisor and the Dean of Instruction to exceed nineteen (19) credit hours in a regular semester. Maximum summer semester enrollment is nine (9) credit hours; exceeding 9 credit hours in a summer semester requires the written approval from the advisor and the Dean of Instruction.

To be considered a Full-Time Student for registration and federal financial aid purposes, a student must be enrolled in at least twelve (12) credit hours in a regular semester (Fall/Spring) and six (6) credit hours in a summer semester. Institutional and Development Foundation financial aid at SCCC/ATS requires students to be enrolled in at least fifteen (15) credit hours in a regular semester to maintain eligibility.

### Enrollment in Selective Programs of Study

Enrollment in courses in selective programs of study is restricted. These programs include: Nursing, Respiratory Therapy, Surgical Technology, Medical Laboratory Technician, and Cosmetology. Because enrollment is limited, these programs have additional application requirements and selection processes. Students should consult with their advisor and contact instructors in these programs for details about the application/selection process.

### Enrollment Certification in Courses

Students must be enrolled in a course and attend classes through the published "Certification Date" each semester to officially be listed on the course roster. The "Certification Date" is calculated as approximately 25% of the regular semester length. The "Certification Date" for courses less

than a regular semester length is calculated either as 25% of the semester or scheduled course duration.

Courses dropped before the "Certification Date" will not be recorded on a student's transcript. A student who has attended class and is officially enrolled in a course on the "Certification Date" will receive the earned grade or a "W" (if the student officially withdraws by the published last date to drop a course for that semester).

A student's official credit hour enrollment on the published "Certification Date" is considered in determining financial aid eligibility.

It is important for students to be aware of the "Certification Date". Official credit hour enrollment on the published date will affect a student's transcript and could affect a student's financial aid eligibility. Each semester the "Certification Date" is published in semester schedules, academic calendars, and tabloids.

## Transfer Students

Students seeking AS, AA, or AGS degrees must complete at least 15 credit hours in residence at Seward County Community College/Area Technical School. AAS students must complete a minimum of 15 credit hours at SCCC/ATS.

## Residency

Residency status is determined by the SCCC/ATS Registrar according to the following guidelines:

### **Resident Status (In-State)**

Procedures consistent with the State of Kansas statutes will be utilized; in order to be classified as a resident student (In-State) for tuition purposes, a person enrolling at SCCC/ATS must have had six (6) months continuous legal residency in the State of Kansas immediately prior to the first day of classes in a semester. The six (6) month residency requirement may be waived if the student (or parent of a dependent student) was transferred or recruited to Kansas by an employer as a full-time employee to work in the state. Proof of residency and employment verification is required.

### **Non-Resident Status (Out-of-State or International)**

Students not meeting the Kansas residency requirements will be classified as a non-resident student (border county, out-of-state, international) for tuition purposes and will be charged the appropriate tuition rate.

#### **Border County:**

Students who are residents of the following counties will be charged border county tuition rates:

Colorado – Baca

Oklahoma - Beaver, Cimarron, & Texas

Texas - Dallam, Hansford, Lipscomb, Ochiltree, & Sherman

#### **Out-of-State:**

A student who is a legal resident of another state will be classified as Out-of-State.

#### **International:**

A student who is a citizen of another country will be classified as International unless the student meets the Kansas six (6) month residency requirement. It is the responsibility of the student to initiate any request for change of residency; an Affidavit of Residency form may be obtained from the Registrar's Office.

A student who has been issued a Certificate of Eligibility (CIS Form I-20 with an F-1 or M-1 Visa) to attend college at SCCC/ATS cannot be considered a Kansas resident and will be classified as International. High school exchange students with a J-1 Visa who take SCCC/ATS classes concurrently will also be classified as international.

The Registrar may change a student's residency status immediately when such information becomes known and is verified.

### **Residency under Kansas HB 2145**

Eligibility for Resident Tuition (In-State) under Kansas 2004 House Bill 2145 for Certain Undocumented Immigrants and Others

Any student who meets all of the following criteria can be considered a Kansas resident for tuition purposes if:

1. student has attended an accredited Kansas high school for three or more years and
2. student has graduated from an accredited Kansas high school or has earned a Kansas state high school diploma or has received a GED issued in Kansas and
  - a) in the case of a person without lawful immigration status – student has signed and filed an affidavit with SCCC/ATS stating that the student or student's parents have filed an application to legalize such student's/parent's immigration status (or will file such an application as soon as such person is eligible to do so), or
  - b) in the case of a person with a legal, nonpermanent immigration status – student has filed with SCCC/ATS an affidavit stating that such student has filed an application with the U.S. Citizenship and Immigration Services (CIS) to begin the process for U.S. citizenship (or will file such an application as soon as such person is eligible to do so).

Under this 2004 Kansas law, effective July 1, 2004, students who are not eligible for Kansas residency include:

1. students who have a valid student visa (International students with F-1, J-1 and M-1 visas).
2. students who are eligible to enroll in a public postsecondary educational institution in another state and be considered residents of that state.

### **Rollover to In-State Residency**

- After a non-resident student has continuously resided in Kansas for six (6) months, he/she may petition for in-state residency by completing an Affidavit of Residency form in the Registrar's Office. The Affidavit of Residency form requires that the person provide three (3) documents from the following:
- Receipt for purchase of Kansas license tags dated at least 6 months before the term starts.
- Receipt for payment of Kansas property taxes dated at least 6 months before the term starts.
- Employment verification or payroll check stubs from a Kansas employer or school attendance at a Kansas Community College commencing 6 months prior to the first day of the term.
- Copy of voter registration in the State of Kansas dated 6 months prior to the school term.
- Copy of Kansas driver's license dated at least 6 months prior to the school term.
- Utility receipt and/or rent receipts continuously for the prior 6 months.
- Verification from a Kansas resident that the student has resided with him/her for 6 months before the school term starts.

The Affidavit of Residency form requires that the student's signature be notarized by a Notary Public (see Affidavit of Residency Form in the

SCCC/ATS Student Forms section of the catalog).

The Registrar will change the student's records to reflect in-state residency only after all requirements have been fulfilled.

When enrolling, the student is responsible for indicating the proper residence classification for tuition and fee purposes. If there is any question of residency classification, as regulated by the State of Kansas statutes, the student should inquire with the Registrar who will review the facts and make a determination. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all semesters during which the student was incorrectly registered. The establishment of in-state residency and providing supporting documentation is the responsibility of the student.

#### **Establishing Seward County Residency**

The establishment of Seward County, Kansas residency and providing supporting documentation is the responsibility of the student. A similar procedure to establishing Kansas residency will be used to establish Seward County residency. Eligibility for a Seward County Tuition Grant is possible only after the student has provided the required documentation to meet residency requirements and met the financial aid application time-lines.

#### **Residency Appeal Process**

A Residency Status Appeals Committee consisting of the Registrar, the Dean of Administrative Services, and the Director of Admissions, will hear appeals from students when in-state residency has been denied or appeals from the college that such residency is denied. The appeals request must be initiated, in writing, with the Dean of Student Services. The appeals committee's decision is final for the given semester.

### **Change of Schedule**

A Change of Schedule form must be completed when a student wants to add or drop a course. In both cases, signatures of the instructor and advisor must be obtained prior to changing the schedule at the Registrar's office.

#### **Adding Courses**

Students may add courses through Friday of the second week of the regular 16 week semester (Fall/Spring). For courses less than a regular semester length, the course may be added within the first week of the scheduled start date. Permission from the Dean of Instruction must be obtained to add courses after the published dates. Other than tuition and fees, there are no additional charges for adding a course.

#### **Dropping Courses**

It is the student's responsibility to officially withdraw from any course that he/she deems necessary to quit attending. Students who officially drop/withdraw from courses during the first three weeks of the regular 16 week semester (Fall/Spring) are not charged for the course. After the published date, a \$5 Drop Fee is required to drop a course and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course is the end of the week preceding final exams in a regular semester (Fall/Spring).

For courses less than a regular semester length (including summer semester courses) students can drop without a tuition and fee charge during the first 10% of the scheduled course duration. After the scheduled time, a \$5 Drop Fee is required to drop a class and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course, less than a regular semester length, is during the week before the completion of the course.

Specific dates are published in semester schedules, academic calendars, and tabloids. It is the student's responsibility to meet published time-lines.

Steps to follow to Drop a Course are:

- A Change of Schedule form must be completed with signatures of the class instructor and the student's advisor.
- Pay \$5 (when applicable) for each Change of Schedule form reflecting one or more class withdrawals.

Courses dropped before the published Certification Date (25% of semester) will not be recorded on a student's transcript. Courses that are dropped on or after Certification Date, but by Friday of the week prior final examinations, will be recorded as a "W" denoting the student with-drew from the course. Final drop dates are published in semester schedules, academic calendars, and tabloids. After the published date courses cannot be dropped and a grade will appear on the student's transcript. It is the student's responsibility to initiate the process to drop a class.

#### **Withdrawal from College**

##### **Withdrawal by the College**

The college administration reserves the right to withdraw students from classes any time during the semester for disciplinary reasons, nonpayment of charges, and/or lack of records submitted to the Registrar's Office.

Instructor withdrawals are allowed only in online computer classes, P.E. activity courses, art and music activity courses, and business and industry courses. These withdrawals are initiated by the instructor.

##### **Withdrawal by the Student**

When a student is enrolled in more than one class and wants to totally withdraw from SCCC/ATS, the following steps should be completed:

- A Total Withdrawal from School form should be completed with all required signatures obtained.
- Present the Total Withdrawal from School form to the Dean of Student Services.
- Students who withdraw from all courses are subject to the REFUND OF TUITION AND FEE policy with possible financial obligation to pay tuition and fees incurred.

Students should refer to published dates to determine if a grade or a "W" will be recorded on the transcript.

Withdrawing from any course or courses may affect financial aid received. Students are advised to visit with the Financial Aid Office before withdrawing from any courses. Withdrawal and/or nonattendance of courses by students receiving federal financial aid may cause the Federal Refund/Repayment Calculation to be applied. Students could be required to repay federal funds received. More information is available in the Financial Aid Office.