

# REGISTRATION PROCESS

All eligible students will be issued a registration date and time based on current registration priority standards. Students may register on or after their assigned date and time. Registration is done online via Self-Service (<https://selfservice.msjc.edu/css/>). Students should meet with a counselor or visit the Welcome Center prior to their registration date and time for educational planning and assistance in navigating the registration process. Registration dates are generally issued two (2) weeks prior to priority registration and students will be notified via email and/or text message.

## Waitlist Option

Once a class fills, students may have the option to add themselves to the waitlist (a prioritized list of students seeking enrollment) via Student Self-Service (<https://selfservice.msjc.edu/css/>). If space becomes available in the class, students will automatically be enrolled (auto-enrolled), and must pay the enrollment fee in order to avoid being dropped. Notification of auto-enrollment is sent to via email and/or text message. Payment for registration and/or supplemental fees are due the same day of registration. Waitlists close and auto-enroll stops the day prior to the start of the class. Students are responsible for meeting prerequisite/corequisite requirements for waitlisted courses. In addition, it is the student's responsibility to ensure necessary petitions are submitted and the waitlisted class does not pose any scheduling time conflicts. A student will not be auto-enrolled if they are already registered in another section of the same course.

## Maximum Unit Load

A regular program is fifteen (15) to eighteen (18) units, including an activity course in physical education. The maximum load for any student is twenty (20) units for the fall and spring semesters. The maximum load for summer session is ten (10) units. Exceptions will be made only by signed recommendation of a counselor on a Student Petition Form submitted to Enrollment Services.

## Minimum Load

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

- The load requirements for Chapter 35 (Survivors' and Dependents' Educational Assistance Program) and Federal Student Financial Aid are:

Course	Title	Credits
Full-time		12
Three-Fourths-time		9-11
One-Half-time		6-8

- Full-time load to maintain status as an "F-1" visa (international student) requirement; 12 units per semester.
- Eligibility to participate in intercollegiate athletics: A student/athlete must be actively enrolled in a minimum of 12 units at their community college during the seasons of competition, complete twenty-four (24) units between season of sports to participate in a second season of the sport and maintain a 2.0 (C) or better grade-point average. See the Dean of Kinesiology and Athletics for conference regulations.

- Eligibility to participate in student government requires enrollment in six (6) or more units during the semester of participation. Contact the Student Life and Development Office for other requirements.
- Federal Pell Grants are paid on the basis of less than one-half, one-half, three-fourths or full-time enrollment. Payment will also be contingent on the student's Pell entitlement.
- Eligibility for EOPS or the CARE program requires full-time enrollment (12 units).

## Time Conflicts

Students will not be permitted to register for classes that are scheduled to meet at the same time or at overlapping times.

## Multiple Enrollments

Students **shall** only be permitted to enroll in two (2) or more sections of the same credit course during the same term if the length of the course is such that the student is not enrolled in more than one (1) section at any given time.

## Auditing

Students who are not interested in earning credits may audit courses for a fee of \$15 per unit for each semester or intersession. The auditing student is essentially a listener, who does not take examinations or receive credit.

- Auditing of a course is at the discretion and permission of the instructor.
- The audit fee shall be \$15 per unit per semester or intersession. (Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester.)
- Priority in class enrollment shall be given to students desiring to take the course for credit. Therefore, enrollment for audit will not be permitted until the second week of instruction for full-term classes and the second day of instruction for short-term and summer classes.
- Auditing requests are made through the instructor and with the approval of the area Dean of Instruction during the second week of the term. No audit requests are accepted after 10% of the course.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit.
- If a student registers for a class, they may not make the request to audit.
- The college may levy a fee on materials used by the student. This fee will be in addition to the auditing fee.
- The college will maintain no attendance or transcript record.
- No refunds will be made for student withdrawals unless the college cancels the course.
- Rules and regulations pertaining to the credit student are applicable to the auditing student except tests and grade responsibility.

## Registration Changes

Any student wishing to add or drop classes after enrollment may login to Self-Service (<https://selfservice.msjc.edu/css/>). However, commencing the day of the first class meeting, instructor approval is required for all registration via Add Authorization. Once an instructor has granted Add Authorization, the student must complete the registration into the section via Self-Service. If registration is not complete by the Census date, a student is required to submit a Registration Change Form (<https://www.msjc.edu/enroll/documents/Registration-Change-Form.pdf>) to Enrollment Services. This form **MUST** be signed by the

instructor. Students may not drop a class beyond seventy five percent (75%) of the course length. Students may reference Self-Service (<https://selfservice.msjc.edu/css/>) for specific deadline dates, including refund date, drop without a "W" date and drop with a "W" date. It is ultimately the student's responsibility to drop classes from their schedule if they are no longer participating.