

REGISTRATION

When students meet all admissions requirements, they are eligible to register for classes. Registration periods for regularly scheduled classes are listed in the College Calendar, which is posted online and published in the Catalog. Specific times, dates and class information are posted separately in WebAdvisor prior to each registration period. Early registration is encouraged to ensure the best selection of classes and times. All currently enrolled eligible students, full or part-time, may register and pay for classes through the College's website or in person.

Schedule Disclaimer

COM will determine when courses are to be offered, class enrollments, and locations and reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge to the student will be made for changes due to canceled classes. To replace a canceled class, the student may add classes online or see an Advisor.

Guaranteed Schedule now offered at COM

COM now offers a guaranteed schedule. This will make planning out a schedule in advance easier, as students will now know when a class will be scheduled and that it is guaranteed that the class will run. Classes will not be cancelled due to low enrollment, as long as that class is part of the guaranteed schedule. The guaranteed schedule is set up on a fall semester, spring semester, and summer semester basis. See an advisor for additional details.

Student Course Load

The standard course load for a student (not employed full-time) during a regular semester is five college courses, or a course load of 15 to 17 credit hours. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum course load for a student during the summer is two courses or eight credit hours per five-week term. Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above the standard course load must get approval from the Vice President for Instruction, Vice President for Student Services, Dean or Registrar on a case by case basis.

Course Prerequisites and Co-requisites

Course prerequisites and co-requisites must be met regardless of TSI status. Relevant course prerequisites must be met before students will be allowed to begin courses requiring prerequisites.

Classification of Students

Part-time: A student carrying fewer than 12 credit hours in a 16-week semester

Full-time: A student carrying 12 or more credit hours in a 16-week semester. A student carrying four or more credit hours per summer session

Freshman: A student who has earned fewer than 30 credit hours

Sophomore: A student who has earned 30 or more credit hours

Special: A student enrolled in credit courses who is not seeking a certificate or degree

Course Numbers

Each course number has a distinct meaning. If the course number begins with a 1, the course is freshman level; if the course number begins with a 2, the course is sophomore level. The second digit indicates the credit hours. The third and fourth numbers indicate the type and course sequence.

Student Information Changes

Students who, after registration, change their home or local address, their name, or degree major must complete the Student Information Change form and submit this form to the Admissions and Records Office. Students changing their residency status must provide additional documentation as specified in the Residence Requirements of this Catalog. Any communication from the College that is mailed to the name and address on record is considered to have been properly delivered.