

# REGISTRATION

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When students meet all admissions requirements, they are eligible to register for classes. Registration periods for regularly scheduled classes are listed in the College Academic Calendar, which is posted online and published in the Catalog. Specific times, dates and class information are posted separately in Student Selfserve 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

COM offers a guaranteed schedule which makes scheduling in advance easier. Students will know when a class will be scheduled, and it is guaranteed that the class will run. Certain core classes will not be canceled 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 16-week semester is five college courses, or a course load not to exceed 18 credit hours. The maximum course load for an 8-week session is 11 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 16 credit hours for the 10-week session and 8 credit hours for the 5-week session. 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 18 hours must get approval from the Vice President for Academic Affairs or the Vice President for Student Affairs on a case-by-case basis.

## Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

## 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 fall, spring, or summer semester

**Full-time:** A student carrying 12 or more credit hours in a fall, spring, or summer semester

**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.