

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2050P REGISTRATION PROCEDURE

Students are encouraged to seek assistance from an advisor regarding registration.

Registration Guidelines:

Current Students

1. Consult with an advisor regarding courses appropriate to program and graduation.
2. Access student account information online to find date and time of open registration window.
3. Access student account information online to determine if any “holds” are indicated on account. Students who have “holds” on their accounts may not register until the necessary documentation is received and the “holds” are cleared.
4. Students who have outstanding financial obligations owed to the College will not be allowed to register for the subsequent semester until balance is paid according to business office policy/procedure.
5. Enter courses through online process when registration opens.

New Students

1. All new students must submit required documents as outlined in the Registration Policy #2050 in order to register for courses.
2. New students will register according to campus procedures.
3. Enter courses through online process when registration opens.

Date of Implementation: SGC 5/27/04

Date of Adoption: 6/2/04

Date & Subject of Revisions: 4/13/06; 09/27/06 – punctuation corrections

7/13/07 – minor grammar changes

3/3/08 – heading added

12/16/08 Reviewed

3/09/10 Revised

02/22/11 Revised

03/08/11 Revised