

## College Operating Procedures (COP)



**Procedure Title:** Priority Registration Rules  
**Procedure Number:** 03-1713  
**Originating Department:** Provost/VPAA

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 07/01/09; 03/26/2010; 02/11/11

**Purpose Statement:** The priority registration procedure is established to provide degree-seeking students with an opportunity to register for high demand degree requirements

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### Guidelines

The registration schedule consists of three windows for each registration period:

- Priority 1 is a registration period for degree and certificate seeking students. This includes accelerated high school students and transfer students.
- Open Registration is the registration period following Priority 1 for all active degree-seeking, certificate, non-degree-seeking students, and guest students. Open Registration before the start of classes does not require instructor or dean's approval unless classes have reached capacity and/or instructor consent is required of all registrants.
- Students applying for a state employee tuition waiver are registering on a space-available basis and can only register once classes have begun and fee-paying students have had the opportunity to register for classes. Some courses may be full and therefore unavailable.

### Procedures

#### Registration Process

Registration may be completed electronically via the portal or in person. Students are encouraged to use web registration whenever possible. In lieu of web registration, students may register at the Office of the Registrar during posted business hours.

#### Registration Restrictions

The following registration restrictions are in place that could restrict a student's ability to register for classes:

- Courses requiring the instructor's consent cannot be added to students' schedules until the instructor's consent is obtained.
- Students who owe balances from prior terms must pay the outstanding balance before they are permitted to register.
- Students on probation must see their academic advisor prior to registering.
- Students who have not attended any classes for a year must seek readmission through the Office of Admissions.
- Students who do not meet the published prerequisites for courses will not be allowed to register for those courses.
- Students who wish to register for two course sections with conflicting times must obtain the written approval of one of the instructors of the course sections.
- Students are not permitted to register for more than one section of a course per term.

### **Signature Approval**

Sometimes, a course may require an instructor or dean's signature in order to register. Students may obtain the approval on the Registration form and submit it in person to the Office of the Registrar for processing.

Signatures also are required:

- **If the course has met and is closed**

Capacity overrides for closed classes will only be issued during the add/drop period. Students may NOT request capacity overrides prior to the start of classes. In extenuating circumstances when a student has met with an academic advisor and has no other course selection alternatives a capacity override may be granted by the Dean, Arts, Humanities, and Social Sciences and School of Pure and Applied Sciences/ School of Business and Technology (or the dean's designee). Students must obtain the instructor's and Dean, Arts, Humanities, and Social Sciences and School of Pure and Applied Sciences/School of Business and Technology (or the Dean's designee) approvals on the Registration form and submit it in person to the Office of the Registrar for processing. Some classes are restricted by space, fire code, and/or equipment.

- **After the first week of classes**

Late adds may be requested due to extraordinary circumstances or when a documented administrative error occurred that prevented the student from adding the class(es) during

regular or late registration. Students must obtain the instructor's and Dean, Arts, Humanities, and Social Sciences and School of Pure and Applied Sciences/School of Business and Technology (or the Dean's designee) approvals on the registration form and submit it in person to the Office of the Registrar for processing. Some classes are restricted by space, fire code, and/or equipment.

- **Conflicting courses**

Students who wish to register for two course sections with conflicting times must obtain the instructor's approval on the Registration form and submit it to the Dean's office for an override.

### **Prerequisites**

Before a student is permitted to register for any course, they must have successfully completed prerequisite requirements, or currently be enrolled in the course that is the prerequisite. In some cases, the prerequisite to a course is either an appropriate score on the placement test (ACT/SAT/CPT), or successful completion of a designated Development Education course.

### **Class Cancellation**

Classes may be canceled during registration due to low enrollment or the inability to find a qualified instructor. If a course is canceled, every effort will be made to notify the students involved and to help them find a suitable substitute class. Notifications will be sent to students' FSW e-mail account.