

OWENS COMMUNITY COLLEGE
PROCEDURES

**Initial Registration and Adding a Course
PROCEDURES:**

Board Policy No.: 3358:11-2-13

1. A student may initially register for classes once semester registration begins based on the published priority registration dates for the term.
2. A student must initially register by the published deadline during both Fall and Spring semesters to avoid the late registration fee.
3. A student may initially register or add for a 15 week course through the 5th day of the start of the semester term (excluding Saturdays, Sundays and holidays). Thereafter, a student can only initially register or add a course with the instructor's signature on the Registration Add/Drop form or with the instructor's permission from the instructor's Owens email account. Instructor permission is only valid for two weeks after the date provided on the form or email received date. If the instructor permission had been granted more than two weeks prior to the date that a student requests registration support, then new permission from an instructor is required.
4. For courses which are less than a full semester (less than 15 weeks in length), a student may initially register or add until the first class meeting; thereafter, a student can add the course only with the instructor's signature on the Registration Add/Drop form or with the instructor's permission from the instructor's Owens email account. Instructor permission is only valid for two weeks after the date provided on the form or email received date. If the instructor permission had been granted more than two weeks prior to the date that a student requests registration support, then new permission from an instructor is required.
5. Initial registration or adding a course may be carried out in a number of ways. For example, a student may register using the web via Ozone, or by completing a Registration Add/Drop form and submitting it to Oserve for processing, or by sending an email to Oserve via their Omail account, which must include the course registration number (CRN).

These procedures were reviewed by the Academic Standards Committee for implementation through the Chief Academic Officer.

Any changes to the procedures must be submitted to the Board Secretary for administrative review.

These procedures conform to the POLICY amended by the Board of Trustees on August 5, 2014, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of June 21, 2014.