A. Purpose

To set forth the times when various types of classes are available to Gaston College students and procedures through which these classes are to be scheduled by individual students.

B. Responsibility

1. It is the responsibility of the department chairs, divisional deans, and the Chief Officer for Academic Affairs or designee to schedule classes.

2. It is the responsibility of the advisor to assist students with scheduling classes.

3. It is the responsibility of the student to see his/her advisor when preparing class schedules and any proposed changes.

C. Procedures

Scheduling

1. Reference on-line courses

2. Gaston College typically offers classes between the hours of 7:00 a.m. and 11:00 p.m. The majority of curriculum credit courses are offered during the day session, 8:00 a.m. to 5:00 p.m. When demand is sufficient, curriculum courses are offered during the evening session, 5:30 p.m. to 11:00 p.m. The availability of curriculum credit courses during both day and evening sessions allows working students the opportunity to select curriculum courses applicable to a degree or diploma. Any person, after completion of the appropriate admission procedures, may enroll for day and/or evening classes.

3. Prior to the beginning of each term, schedules, indicating types, locations, and times of classes to be offered are published and available on the Gaston College web site at www.gaston.edu

4. Students should see their advisors (prior to registration) for assistance with designing their class schedule.
Non-Credit Courses

Non-credit courses, offered primarily for personal and community improvement, are also offered during the day and evening sessions. For assistance with scheduling these classes, the applicant should consult the Office of Economic and Workforce Development.