A. Curriculum Courses

B. Purpose

To define the procedures by which a student may register for a class.

C. Responsibility

1. The student is responsible for selecting classes during registration periods. It is the student’s responsibility to attain any needed approvals.

2. Students are responsible for entering the registration information into their web advisor account, registering in person, or by telephone. New students and students in specific programs may need to be advised and/or registered by an advisor for their first semester in attendance. This information, when updated with final grades, will comprise part of the student's academic record.

D. Procedures

3. Web Advisor

   a. WebAdvisor is on the Gaston College homepage at www.gaston.edu.

   b. A student’s schedule is updated as information is entered into the administrative system either through registration via WebAdvisor, telephone registration, or in-person registration.

   c. Payments can be made through WebAdvisor or at one of the College’s Business Offices located on each campus. Acceptable forms of payment include cash, credit card, or money order.

2. In-person

   a. The course selection form is submitted to the Office of Records and Registration on the Dallas Campus, the Student Services Office on the Lincoln and East Campuses, or to an office of a divisional dean.

   b. The course selection form is processed once it is submitted.
c. Drop/Add and Course Selection forms are processed during the first five days of the term. In order for a student's enrollment to count for funding purposes, all registrations must be processed by the course census date.

3. Telephone
   a. Course information is updated as the telephone call progresses.
   b. Payment can be made during telephone registration by credit card. Cash or money order payments may be made at the Business Office or through WebAdvisor by the payment deadline posted in the Schedule of Classes.
   c. The Gaston College telephone registration system is available during posted registration dates.

E. Continuing Education Classes

F. Purpose

To define the procedures by which a student may register for a Continuing Education class.

G. Responsibility

1. The student is responsible for selecting and registering for classes.

2. Registration periods vary among programs. Most courses require registration within the first 10 percent of course hours. Some courses allow registration at any time during the course.

3. Program offices or the Continuing Education Records and Registration Department within the Economic and Workforce Development Division are responsible for entering the registration information for each student into the computer. This information, when updated with final grades, will comprise part of the student's Continuing Education transcript.

H. Procedures

1. Students are considered enrolled upon completion of the admission and registration form, and payment, if any, of registration fees. There are two course formats. Depending upon course content and/or State System directives,
program offices establish which format to follow. One format allows students to enroll only during the first 10 percent of the course. The other format allows students to enroll at any time during the course.

I. Life Skills Programs. In Literacy, General Education Development, and Human Resource Development programs, courses may follow either format, and students may enroll either during the first 10 percent of a course, or at any time during a course. Enrollment in Adult High School Diploma classes is limited to the first two class sessions. Regardless of design, students will complete the registration process during the first session attended. Application and registration forms are supplied to all students. The completed form is reviewed, and upon acceptance, the student is enrolled. Registration fees are not required of Life Skills students.

J. Criminal Justice Academy, Emergency Medical Services, Fire/Rescue Programs. Students register during the first class session attended. Application and registration forms are supplied to all students. The completed forms are reviewed. Upon acceptance and payment of fees or exercise of fee waiver, the student is enrolled.

K. Corporate Education-Specific Occupational Client. Students register during the first class session attended. Application and registration forms are supplied to all students. The completed forms are reviewed, and the student is enrolled. Fee payment, if any, is handled through billings or purchase orders between the company and the college.

L. Corporate Education-Professional Development. Students register during the first class session attended. Application and registration forms are supplied to all students. The completed forms are reviewed, and upon payment or supply of approved letter of billing, the student is enrolled.

M. Community Education-Specific Occupational Client. Students register during the first class session attended. Application and registration forms are supplied to all students. The completed forms are reviewed and the student is enrolled. Fee payment is handled through billings or purchase orders between the company and the college.

N. Community Education-General Public

1. According to course design and advertised instructions, students may enroll during the first 10 percent of course hours or at any time during the course. Regardless of design, during the first class attended, students will complete the application and registration forms. Upon review and payment of fees or exercise of fee waiver, the student is enrolled.
2. In most courses, students have an option of reserving space in a class in advance of the beginning date or waiting until the first class session. Those wishing to reserve their space do so by completing a reservation form included in course announcements and bulletins, attaching payment or exercising fee waiver, and forwarding both to the program office. During the first class session, students will complete the application and registration forms and, upon review, the student is enrolled.

O. Appropriate Uses of Courses in a Concentration

Gaston College is approved by the North Carolina Community College System to offer certain concentration programs. These programs contain courses that are unique to the approved concentration. Gaston College permits students from other programs of study to register for these courses provided the student meets the appropriate state and local prerequisites and does not displace students within the concentration area.