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| SUBJECT: | Registration Policy |
| REVIEWED/REVISED: | 07/2013; 03/2021; 9/2023 |
| PURPOSE: | To define Nebraska Methodist College's policy and procedures of admission and enrollment of students into college courses. |
| POLICY OWNER: | Vice President, Academic Affairs |

POLICY:

New Student Registration

Depending on the program of study, most first-time students will register prior to the start of their first semester. Students will be notified of the registration process with their letter of acceptance. Once a student deposits, their advisor will reach out to schedule a date and time for them to meet and register for their first semester. They will receive additional information in regards to New Student Orientation at a later time.

Current Student Registration

1. Students meet with their Academic Advisor each semester to validate completion of prerequisites and begin the registration process.
2. Students register for courses online during designated registration weeks.
3. The Academic Advisor views and approves online registration submissions.
4. If special permission is required to enroll in a course for which students do not have all prerequisites, they must obtain the permission of the appropriate Program Director or academic dean.
5. Students are required to withdraw from any course if prerequisites have not been met unless exceptions have been made.

Course Audit

An individual who registers to audit a course may attend course sessions but will not earn course credit. Permission to audit a course must be granted by the Program Director or academic dean in consultation with the faculty member. Audit enrollment is permitted on a space available basis with priority given to students enrolling in the course for credit. Tuition will be 50% of the for-credit tuition rate and no fees will be assessed. An individual should declare audit status at the time of registration. Registration to audit may not be changed to credit after the first week of the course. Likewise, changing registration from credit to audit is not allowed after the first week. Participation in course activity in an audited course is at the discretion of the faculty member.

Course Sequencing

Students are to follow established course sequences so that they will have the requisite knowledge and skills for undertaking the learning required. There are three sequencing requirements to be adhered to:

1. **Prerequisites:** A prerequisite course is one **that must be completed prior** to enrollment in a given course.
2. **Co-requisites:** A co-requisite course is one that **must be taken at the same time** as or with another course.
3. Some courses may be identified as either prerequisite or co-requisite. In such cases, the course may be taken either **before or concurrently** with a given course. It may not be taken after the course for which it is designated as pre-requisite or co-requisite.
4. It is the student's responsibility to meet the established prerequisites and/or co-requisites for any given course.
5. Withdrawal from a course will be required if prerequisites/co-requisites have not been met, unless the student has obtained written permission for an exception from the Program Director or academic dean.

Developmental Coursework

Courses that are less than freshman level or remedial in nature will not be accepted for credit toward graduation. Remedial coursework cannot be used for either transfer or support purposes.

Directed Study

Directed study credit can be earned for professional and arts and sciences coursework. Directed study allows students the opportunity to complete a course of study when there is a deficiency in course requirements; it is determined by the Program Director of the department in which a student is majoring. Arts and sciences course work is determined by faculty responsible for each course and approved by the Dean of the Division of Arts & Sciences. The Program Director will inform the Registrar of the Directed Study course and the number of credit hours they will be taking it for so that can be added to the student's schedule.

Independent Study

Independent study allows students the opportunity to complete a course of study in an area that is of special interest. A maximum of six credit hours may be earned through independent study. A student wishing to complete course work via independent study should initiate such through their Academic Advisor. After meeting with their Academic Advisor, the student will be referred to the Program Director of the appropriate department in which the student will work toward the independent study. The Program Director will then direct the student to the appropriate faculty member. After consulting with the faculty member, the student will develop a proposal for the independent study. The faculty member will then develop evaluation criteria and submit the entire proposal to the Program Director for approval. The Program Director will inform the Registrar of the Independent Study course and the number of credit hours they will be taking it for so that can be added to the student's schedule.

Student Classification for Degree-Seeking Students

NMC undergraduate students are classified according to the total number of semester hours earned:

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| Freshman | 30.99 or fewer credit hours |
| Sophomore | 31 - 60.99 credit hours |
| Junior | 61 - 90.99 credit hours |
| Senior | 91 or more credit hours |

There are no similar classifications for graduate students.

Transient Study

Students are expected to complete all course requirements at NMC after their initial enrollment to the College. Exceptions to this policy may be considered under extraordinary circumstances. Any request for transient study (i.e., enrolling in courses at other regionally accredited institutions after initial enrollment to NMC) will be reviewed by the Dean's Council; the decision of the Dean's Council is final. Under no circumstance will a student be awarded credit for a course taken off campus after his/her initial enrollment to NMC unless approved in advance. Students are advised to consult with their academic advisor if they have any questions regarding this policy.