

501- 06 STUDENT CLASSIFICATION AND STANDING—PROCEDURE

1. PURPOSE

The Registrar or designee is responsible for verifying student status under this procedure.

2. PROCEDURE

1. Class level defined in semester credits:
 - a. First year – under 30 credits in current program
 - b. Second year – 30 to 59.9 credits in current program
 - c. Third year – 60 or more credits in an approved 90-30 program
2. Enrollment status:
 - a. Credits needed for fall, spring, or summer.

Full-time	Part-time		
	Three-quarter time	Half-time	Less than half-time
12	9	6	Under 6

- b. Summer status may be met in any combination of summer terms.
3. Disability Resources may confirm an enrollment status exception to the Registrar to consider a part-time student to be full-time if the student:
 - a. Must take reduced credits due to documented disability and would otherwise be denied access to a College program, benefit, or service.
 - b. This exception does not and may not apply to any non-College matters or to financial aid awards.
4. Only the Registrar or designee may verify class level and enrollment status.
5. National Student Clearinghouse is an authorizing agent to provide enrollment certificates on behalf of the College.

3. BACKGROUND

1. References: Title IV regulations; standard national definitions
2. Revision history: 08/08/2005, 05/11/2011 (reformatted)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

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