

# COMMUNITY COLLEGE OF VERMONT

## ADMINISTRATIVE POLICIES

### ENROLLMENT

March 17, 2005  
Revised: May 2007  
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See also:  
*Admissions*  
*Basic Skills*  
*Complaint Resolution for Students*

### POLICY

Community College of Vermont has created procedures for admitted students to enroll in courses for which they are academically qualified. All students who wish to enroll at CCV must first apply and be admitted to the College according to the Admissions policy.

1. In order to enroll, each student must:
  - a. Complete the College's registration process and provide full payment, a third party payment voucher, approval of financial aid, or establish an account registration in the College's payment plan.
  - b. Successfully complete all prerequisites for each course taken including basic skills requirements.
  - c. Have met all past financial obligations to any VSC College;
  - d. Remain in good academic standing according to the Academic Standing Policy;
  - e. Enroll under their existing program status or formally request a change in program status to the Registrar's Office before the end of the third week of the semester.
2. Degree and certificate students who want to enroll as non-degree students must formally request a change in student status.
3. Degree and certificate students who were granted a temporary transcript waiver as part of the admissions process must submit official transcripts of all previous college work to the registrar's office in order to enroll for a second semester. Degree and certificate students who have previously completed a college degree must submit official transcripts to the registrar's office before enrolling in their first semester.

4. Students who have selected an undeclared degree program must declare a degree or certificate program after completing a total of 24 college-level credits, including transfer credits and college-level courses that are in progress. Students with an undeclared program who have completed 24 credits may not register for classes in a subsequent semester until they have officially declared a degree or certificate program
5. Degree students who have not demonstrated basic skills proficiency, after attempting 12 academic credits must enroll in the appropriate basic skills courses. Degree students who have not demonstrated basic skills proficiency after attempting 24 academic credits may only enroll with special permission from the academic dean. Certificate students must demonstrate basic skills proficiency appropriate for their specific certificate program.
6. Degree or certificate students who have not been enrolled for four or more consecutive semesters at the College must reapply prior to reenrollment, and are subject to the applicable catalog degree requirements of the semester of their reenrollment.
7. Students dismissed from other VSC institutions for academic reasons may, after completing the College's admissions process, enroll at CCV.
8. Part-time or full-time enrollment status is determined as follows according to the credits a student is enrolled in each semester:

1-5 credits.....	less than half-time
6-8 credits.....	half-time
9-11 credits.....	three-quarter time
12 or more credits .....	full-time
9. Any student wishing to file an appeal relating to their enrollment at CCV may do so by following the procedures outlined in the *Complaint Resolution for Students Policy*.