

# Essex County College College Regulation

## REG 5-1 REGISTRATION

### **Purpose:**

To regulate the process by which students register for credit courses and to ensure that transactional and demographic enrollment data is properly recorded and maintained.

### **Application:**

1. Registration process for students of all accredited programs offered at Essex County College will be coordinated by designated representatives of the Office of the Dean of Student Affairs in conjunction with the Enrollment Management Team and the Instructional Council.
2. Representatives from Student Affairs, Academic Affairs, Business Affairs, Continuing Education and Institutional Computing Department will meet before and after each scheduled registration period, and as needed, to review policies and procedures.
3. Registration dates will be established by the College Calendar Committee and approved by the Instructional Council.
4. All registration transactions should be completed and enrollment data available to appropriate offices ten class days (Fall/Spring semesters) and five class days (Summer term) after the initial course meeting.

<b>Responsible Official(s):</b> Dean of Student Affairs	<b>Reference:</b> <i>N.J.S.A. 18A:64A-12(o)</i>
<b>Regulation History:</b> App. 11/95, Rev. 10/01, 7/11, 3/17	<b>Attachment(s):</b>