

Importance of...

Official registration and enrollment (ADDS) of EVERY student:

- An unregistered student is a significant liability to the College – injury, illness for insurance purposes, etc..
- An unregistered student cannot be held accountable for attendance, classwork, or participation
- Student cannot be counted for enrollment, MIS reporting, and other State mandated reporting
- If student is not on instructor roster, it can be difficult to calculate grades at a later date and if the semester closes without the student being enrolled, the student cannot receive credit for the class
- If student is a Financial Aid recipient they cannot be paid for class unless enrolled – FA Is only paid two times per semester
- Many scholarships require full time enrollment – monies cannot be distributed without official enrollment
- Studies have shown that late enrollments are a predictor for lowered student success, persistence and completion

Dropping students:

- A student who is a No-Show on the first day of class must be dropped by the end of that day – this prevents an FA student from getting paid for a class they are not attending. This also opens up a seat for students who need a seat in the class immediately
- If a student attends once or twice and then stops attending or participating in class – drop them ASAP – for all the same reasons, but also because if not dropped, then refund issues become a problem as well as the issuance of grades at semester end
- If an FA student is paid for a class whether it be FA or loan, and student does not attend, the college must return those funds and try to collect them from students. COM does not pay loans out until the 4th week – if the student is not attending they should not be borrowing student loan dollars
- Excessive W's and FW's count as enrollments and effect a student ability to repeat a course, and also contribute towards Progress Probation and Dismissal – can affect their BOG and Financial Aid

Bottom line – clear your rosters of no-shows and non-attending and make sure every student is officially enrolled or ask them to leave the class and do not return until they have proof of official registration or you see them on your official roster. Check you roster daily before class.

Questions?

For assistance contact Gina Longo or Seanna Villarreal in Enrollment Services

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Dean of Enrollment Services

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