

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Course Registration Signature Requirements

Revision Date: 9/8/98

Responsible Area: Students Services

Responsible Office: Vice President/Student Services/Research

Policy Reference: Approved by Student Services Council – 10/96

1. An advisor's signature is required for students who are enrolling in six or more units. An advisor's signature is not required after the initial enrollment for more than six units. Students are encouraged to consult with their advisors when making substantial course changes.
2. A counselor's signature is required to register for 20 or more units. (See Procedure 3.31).
3. A Registration Permit signed by an advisor or a Counseling Services staff member is required for all courses with a required prerequisite.
4. The course instructor's signature is required for students who want to add a course that is closed.
5. The course instructor's signature is required to add a class after the first five days of the semester.
6. The course instructor's signature is not required to drop a course.
7. The Vice President of Instruction's signature is required on a Late Registration Permit to add a course on, or during the week after, the first census date.
8. The Late Registration Committee members' signatures are required on a Late Registration Permit to add a course two weeks after the first census date.
9. The student's signature is required on registration and add/drop forms.