

REGISTRATION

Students new to Guilford must apply and be admitted to the College before they are allowed to register for classes, with the exception of auditors and visiting summer school students. Students who have attended Guilford but withdraw or skip one or more semesters, not including summer, must be readmitted before they are allowed to register.

COURSE REGISTRATION RESTRICTIONS

First Year Traditional-age Students:

It is **recommended** that students enrolled in the Initiate course **not enroll** in any of the following:

- Courses beginning later than 6 p.m. other than courses such as astronomy, learning strategies, music and theatre
- Consortium courses
- Independent studies
- Internships

EARLY COLLEGE STUDENTS

Early College students may not enroll in any of the following, unless approved by their advisor:

- Courses beginning later than 6 p.m. other than courses such as astronomy, learning strategies, music and theatre
- Consortium courses
- Independent studies
- Internships

CE-Only Classes

SPAN 111 Communicating in Spanish for Business I and SPAN 112 Communicating in Spanish for Business II are restricted to CE students only. Some special topic classes may also be restricted to CE students only.

During fall and spring semesters, many evening courses are limited to CE students only. This is done primarily to ensure class space for CE students in evening classes.

Changes in Registration

Once registered, the student is academically and financially responsible for all listed courses and may change registration using BannerWeb until the first day of classes or by delivering to the Registrar's Office an appropriately completed and signed drop-add slip. Students can drop or add courses with just an advisor's signature until the last day to add. However, adding courses that are full or closed requires the instructor's signature. Refer to the academic calendar for specific registration-related dates such as the last day for students to add courses, drop courses without a grade, and drop courses with a W grade.

Requests for registration changes are dated according to when the request is received by the Registrar's Office or completed in BannerWeb. Students are financially responsible for courses dropped after the last day to drop a course without a grade.

Students should check BannerWeb for an updated schedule of classes in which they are registered and report any discrepancies to the Registrar's Office within one week of submitting the drop/add form. Corrections will not be made after one week.

All registration or transcript-related petitions should be directed to the registrar, whose decision is final. A denial of a registration or transcript-

related petition may only be appealed to an associate academic dean on procedural grounds.

Enrolling in Consortium Courses

Guilford College students also may enroll in appropriate liberal arts courses in the Greater Greensboro Consortium; provided that Guilford does not offer the selected courses and that the institution's own students do not fill the enrollment. Credit will be granted and grades and grade points will be applied.

Students must be signed up for an equal or greater number of credits at Guilford before registering for consortium courses. Dual admission and dual enrollment outside of the cross-registration procedures are prohibited, and any changes to consortium registration must be done at Guilford and the consortium school. It is the right of each College or university to allow consortium students to take online courses.

Guilford students attending consortium schools are subject to the rules, regulations and deadlines of the consortium school. Consortium schools are under no obligation to give final exams early to allow students to graduate on time. Students must obtain a consortium parking sticker from Department of Public Safety.