

# REGISTRATION POLICIES AND PROCEDURES

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## Disability Accommodation Policy

Refer to the Disability Accommodation Policy in the Student Handbook: <https://catalog.guilford.edu/student-handbook/college-policies-procedures/disability-accommodation-policy/>

## Registration

Refer to these policies and procedures in the Registration section of the College Catalog: <https://catalog.guilford.edu/catalog/academic-regulations/registration/>

## Separation From The College

### Voluntary Withdrawal

Refer to the Voluntary Withdrawal section of the College Catalog for policies and information on

- Regular Withdrawal
- Medical Withdrawal
- Leave of Absence
- Procedures for Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities
- Vacating Residence Halls following withdrawal

<https://catalog.guilford.edu/catalog/academic-regulations/voluntary-withdrawal/>

### Involuntary Withdrawal - Academic Suspension

The Guilford College Catalog outlines policies and procedures regarding academic suspension: <https://catalog.guilford.edu/catalog/academic-regulations> (<https://catalog.guilford.edu/catalog/academic-regulations/satisfactory-academic-progress/>)

### Involuntary Withdrawal - Student Disciplinary Suspension and Dismissal

The Student Code of Conduct outlines policies and procedures regarding student disciplinary suspension or dismissal: <https://catalog.guilford.edu/student-handbook/student-code-conduct-rights-responsibilities/>

### Non-Payment of Tuition and Fees

Students must pay tuition and fees according to the schedule established by the Office of Student Accounts. Students who do not fulfill their financial obligations to the College according to this schedule, or who fail to make satisfactory arrangements with the Office of Student Accounts to pay according to some other mutually agreed-upon schedule, may be unenrolled from the semester's classes, may not be eligible to register for classes, and/or may be dismissed from the College.

### Vacating Campus Residence Halls

Students residing on campus who withdraw or take a leave of absence from the College, voluntarily or involuntarily, are required to vacate residence halls within 24 hours of their effective date of withdrawal. They are responsible for contacting their respective Resident Advisor or Community Director to make arrangements to check out and return keys. They may also choose to complete an Express Checkout by depositing the Express Checkout form and keys in the drop box located inside the side door of Founders Hall (near the stairwell to the basement), however, in choosing this option they waive their right to appeal damage/cleaning charges.