REGISTRATION POLICIES AND PROCEDURES

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

Restricted to CE students only.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GST 101</td>
<td></td>
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<tr>
<td>GST 103</td>
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</tr>
<tr>
<td>SPAN 112</td>
<td>Communicating in Spanish for Business II</td>
<td>4</td>
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</tbody>
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Some special topic classes may also be restricted to CE students only.

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.

Changes in Registration

Once registered, the student is academically and financially responsible for all listed courses. Students may add or drop a course without a grade via BannerWeb until the last day of the Add/Drop period. Adding courses that are full or closed also require the instructor’s signature.

Students may withdraw from a course via BannerWeb after the Add/Drop period with a grade of W.

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 withdraw from courses with a W grade. Students are financially responsible for courses withdrawn with a grade of W.

Separation From The College

Involuntary Withdrawal - Academic Suspension
The Guilford College Catalog outlines rules and regulations for academic suspension.

Involuntary Withdrawal - Student Disciplinary Suspension and Dismissal
The Student Handbook outlines rules and regulations for student disciplinary suspension or dismissal beginning on page 88.

Regular Voluntary Withdrawal
All students who wish to withdraw from the College during a semester or at the end of a semester must indicate their intentions through completion of an official withdrawal form. Withdrawal forms can be obtained through the Office of Academic and Student Affairs. All students who withdraw must complete and submit applications for readmission if they wish to re-enroll. If an official withdrawal form is not completed, it could result in “F” grades causing academic probation, suspension, or dismissal. Students who voluntarily withdraw after the last day to drop a course with a W will receive a W (grade), reflecting the grade at the time of withdrawal, i.e. “WP” (withdraw passing) or “WF” (withdraw failing).

Medical Voluntary Withdrawal
When illness, injury, or psychological/psychiatric disorders occur while enrolled, a student or guardian may request a medical withdrawal from the College. The Dean of Students must approve all medical withdrawals. Documentation of the illness, injury, or psychological/psychiatric disorder from a medical professional (employed by Guilford College or not) is required prior to this approval. Medical documentation supporting a request for a medical withdrawal must be submitted within 30 days of the last attended class unless documentation is provided that satisfactorily explains a longer time period. Students who are granted medical withdrawals receive grades of W in all courses in progress at the date of the medical withdrawal with the exception of students sanctioned for honor code violations. No adjustments to the student’s financial account will be made based on a medical withdrawal beyond those already occurring in the regular withdrawal process. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist, or psychiatrist stating that in the professional expert’s opinion the student is now capable of handling the academic and social demands of College.
Voluntary Leave of Absence
A traditional-age student in good academic and financial standing may apply for a leave of absence for one or two semesters. A leave of absence may be approved for students with financial, personal, or medical concerns, students participating in non-Guilford educational experiences, and students who need a break. Students considering this option need to meet with a member of the Office of Academic and Student Affairs staff who will provide full details and assist in working out specific arrangements related to the leave.

Procedures for Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities
If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the College may be in the best interest of a student and the College and the student (and/or their family) do not agree, then the following procedures will be engaged:

- The Dean of Students or designee will review all available information obtained from incident reports, conversations with students, faculty and staff, and the available expert opinions of appropriate medical professionals.
- The Dean of Students or designee will engage in a determination on an individualized, case-by-case basis and will apply a direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the College community.
- The Dean of Students or designee will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student (and the student’s family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the College.

If, after conversation, the student chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return.

If, after conversation, the student maintains that they would like to remain enrolled, the Dean of Students or designee will consult with appropriate medical professionals regarding the evidence presented by the student. Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals can be consulted may result in the involuntary withdrawal from the College as the College will have insufficient evidence to render an individualized determination. The Dean of Students or designee will also consult with other College officials as appropriate.

The Dean of Students or designee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The College will not as a condition of return mandate that self-injurious behavior ceases unless that behavior continues to constitute a direct threat to the student or others. The College will require, as a condition for return, a signed release by the student for the Dean of Students and appropriate College officials to discuss the student’s readiness to return to the College and assistance in developing reasonable accommodation(s) to mitigate any direct threat to self or others.

Should the student choose to appeal the Dean of Student’s decision, the student will make such appeal to the Provost, who will render a final decision.

Vacating Residence Halls
Students residing on campus who withdraw or take a leave of absence from the College 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.

Readmission
All students receiving withdrawals from Guilford who subsequently wish to return to Guilford as a student are required to reapply through the Office of Admissions. Academically suspended and academically dismissed students may apply for readmission after one calendar year. Applications for readmission are available on the Guilford College Admissions Web page.

If an applicant who is applying for readmission is otherwise admissible but has been academically suspended or academically dismissed from the College, or has a pending academic honor code charge, the Admissions Office must refer the person’s application to the Office of Academic and Student Affairs. The Readmission Advisory Group will consider information provided by the Provost, Associate Dean of Academic Affairs and other College officials, in addition to documentation from the student, in conducting their review and rendering a decision.

If an applicant who is applying for readmission is otherwise admissible but has been suspended or dismissed from the College for conduct violations, has a pending judicial charge, or left the College with a medical withdrawal, the Admission Office must refer the person’s application to the Dean of Students. The Readmission Advisory Group will consider information provided by the Dean of Students and other College officials, in addition to documentation from the student, in conducting their review and rendering a decision.

Readmission is not guaranteed. If readmitted following academic suspension or dismissal, a student will be required to satisfy the conditions of academic probation explained in the Guilford College Catalog. A student who withdrew while on academic probation returns on academic probation. For students suspended or dismissed for conduct violations, the College will issue a letter stating expectations before the student may apply for readmission. Criteria for readmission in the case of conduct violations will include, for example, demonstrated understanding of wrongful behavior leading to suspension or dismissal, expression of remorse toward victim(s), and documentation of professionals with respect to returning to campus and remaining a student in good standing. A dismissed or suspended student will be informed about individual status, and any sanctions and points carried forward. A student returning from suspension or dismissal may become eligible again for financial aid; the returning student must file an appeal with the Office of Financial Aid. A readmitted student is permitted to resume athletic participation if all athletic eligibility standards are met.
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 eligible to register for classes and/or dismissed from the College.

Request for Reasonable Accommodation(s): Americans With Disabilities Act

It is the policy of Guilford not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission of students with disabilities in all education programs, activities, services and practices, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical or mental impairments of any such individual.

Although this policy and procedure is largely described in terms of accommodation(s) that may allow an applicant or student with a disability to meet the academic standards requisite to admission or participation in education programs, activities and services, the policy is also applicable to accommodation(s) involving the application process and to accommodation(s) that would enable an applicant or student with a disability to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

The procedures contained herein are not exclusive of other education-related inquiries that the College, in its discretion, may make as permitted by local, state or federal law and in conformance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Disability Disclosure Procedures

To disclose learning, psychological or medical disabilities of any kind, students should complete the following steps. You may disclose a disability and choose not to request accommodations.

Step 1
The student should complete an Accommodation(s) Request Form. These can be downloaded at https://www.guilford.edu/media/7316 (https://www.guilford.edu/media/7316/)

Step 2
Submit the Disabilities Disclosure and Accommodation(s) Request Form along with current appropriate documentation to:

The Director of the Accessibility Resource Center (ARC)
Guilford College
5800 W. Friendly Ave.
Greensboro, NC 27410
fax to 336.316.2946

Guidelines for documentation requirements follow the Disabilities Disclosure and Accommodation(s) Request Form.

Step 3
Once the Disabilities Disclosure and Accommodation(s) Request Form and the appropriate documentation are submitted, the student will schedule an appointment with the Accessibility Resource Center (ARC) to discuss their individual accommodation needs and determine the most reasonable and appropriate accommodation plan.

Step 4
The student and the Accessibility Resource Center (ARC) directors will complete the individual accommodation plan. The directors are as follows:

Dr. Kelly A. Mongiovi
Director of Accessibility Resource Center (ARC)
336.316.2837

and

Kristie Wyatt
Assistant Director of the Accessibility Resource Center (ARC)
336.316.2879

Step 5
The student will request their leers be sent to their professors electronically by the directors and provide a copy of their individual accommodation leer to each of their professors and discuss their individual needs with those professors. It is also suggested that the student discuss the academic accommodations with their advisor(s) so that appropriate course recommendations may be made.

Definitions of "Disability," "Qualified Individual with a Disability" and "Otherwise Qualified"

A "disability" with respect to an applicant or student is:

- Physical or mental impairment that substantially limits one or more major life activities of such individual
- Record of such impairment, or
- Being regarded as having such impairment.

Individuals with disabilities may include persons who are mobility impaired, sensory impaired, speech impaired, cosmetically disfigured, mentally ill, developmentally disabled, emotionally troubled or learning disabled. Individuals with disabilities may also include persons who are neurologically, psychologically, physiologically or otherwise impaired or who have suffered an anatomical loss.

"Major life activities" include caring for self, performing manual tasks, walking, sing, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, and working.

A "qualified individual with a disability" means:

- With respect to educational opportunities, a disabled person who meets the academic and technical standards requisite to admission or participation in an education program or activity.
- With respect to other services, a disabled person who meets the essential eligibility requirements for the receipt of such services.
- With respect to educational opportunities, a disabled person who meets the essential eligibility requirements for the receipt of such services.
- An applicant or student with a disability is "otherwise qualified" if they are qualified to receive educational opportunities, in that they satisfy all of the academic and technical standards, essential eligibility requirements and other applicable education-related selection criteria, except that because of the disability, they need reasonable accommodation(s) modification(s) be able to meet and perform
the requirements for the educational opportunities, public adult educational services, or other services in question.

**Scope of Potential Reasonable Accommodation(s)**

When requested by an otherwise qualified applicant or student with a disability to do so, or when the need becomes known to the College, Guilford is prepared to modify or adjust the admissions process or the educational environment to make "reasonable accommodation(s)" to the known physical or mental limitations of an applicant or student to:

- enable the applicant or student to be considered for admission to the program, course, activity, or service they desire;
- to meet and perform the academic and technical standards requisite to performance of an education program or activity,
- to meet the essential eligibility requirements for the receipt of other services, or
- to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

Reasonable accommodation(s), however, may not be made or offered as set forth in Paragraph III.D. below.

Subject to the determinations referenced in Paragraph III.A. above, reasonable accommodation(s) and modifications may include:

- making existing academic facilities used by students and the public readily accessible to and useable by individuals with disabilities;
- altering when or how academic or technical requirements are met or performed;
- adjusting or modifying admission and performance tests, educational materials or policies;
- modifying nonessential course requirements;
- modifying or extending degree or course completion periods;
- substituting specific courses required for the completion of degree requirements;
- allowing readmission upon review and evaluation;
- providing or arranging counseling services;
- providing readers, interpreters or tutors;
- adapting or modifying the manner and method of instruction and testing;
- modifying or adjusting scheduling requirements; substituting instructors;
- allowing applicants or students to provide equipment or devices that the College is not required to provide; and
- other similar accommodation(s).

In determining the College's ability to offer reasonable accommodation to an otherwise qualified applicant or student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include, among others:

- the essential academic and technical standards requisite for admission or participation in an education program or activity;
- the purpose and nature of the course, program, service or activity;
- the precise education-related abilities and functional limitations of the applicant or student and how those limitations could be overcome with reasonable accommodation(s);
- the nature and cost of the accommodation required in relation to the College's financial resources;
- the consequences and effect financially, educationally and otherwise of such an accommodation upon the operation and educational mission of the College, course, program, service and/or activity; and
- other federal, state and local regulatory requirements.

The College is not required to offer or provide an accommodation, to admit or to continue to admit an individual with a disability to any particular course, program or activity, or to provide educational opportunities and other services when:

- An accommodation would substantially modify the educational standards or mission of Guilford,
- An accommodation would fundamentally alter the nature of the program, activity or service,
- Taking into account the disabled applicant or student's qualifications along with the requested accommodation, they are not otherwise qualified to meet the academic and technical standards requisite for admission or participation in an education program or activity.
- Taking into account the disabled applicant or student's qualifications along with the requested accommodation, they not otherwise qualified to meet the essential eligibility requirements for receipt of other services, (v) reasonable accommodation would not overcome the effects of the individual's disability,
- Reasonable accommodation would not enable the individual to complete a course, degree program or activity,
- An accommodation would cause an undue hardship on the College, or
- With respect to accommodation(s) mandated by the Americans with Disabilities Act and Amendments (ADAAA), even with reasonable accommodation, the individual would still pose a direct threat of substantial harm to the health or safety to self or others.

**Request for Reasonable Accommodation**

Through completion of the Disabilities Disclosure and Accommodation(s) Request Form, the applicant or student with a disability shall also assist the College in determining if and what reasonable accommodation(s) might be provided by identifying in writing or otherwise:

- Any special methods, skills or procedures that would enable themselves to perform the tasks, functions or requirements that they otherwise might not be able to perform because of their disability,
- The potential accommodation(s) the College might make that would enable them to perform and meet the academic and technical standards requisite for admission to or participation in an educational program or activity, and
- Any equipment, aids or services that the applicant or student is willing to provide and utilize that the College is not required to provide.

If the applicant or student requires secretarial or other assistance in preparing such written statement or request due to their disability, this will be provided upon request.

**Response to Applicants and Students Who Request Reasonable Accommodation**

The College recognizes that it may not make pre-admission inquiries as to whether an applicant for admission is disabled, except as allowed by law. After admission, however, the College may make inquiries on a confidential basis as to disabilities that may require accommodation.

An otherwise qualified student who identifies themselves as having a disability and requests reasonable accommodation may be required
to provide documentation, including medical records, sufficient to establish the existence of a claimed physical or mental impairment and the need for accommodation. The Director of the Accessibility Resource Center (ARC) or designee may make such a request in writing or in some other form appropriate for the student’s disability when the need for an accommodation is not obvious or when otherwise appropriate.

A deadline of three (3) weeks (21 calendar days) from the date of receipt of the request for such documentation will be allowed in which the documentation, including medical records, must be provided to the Directors of the Accessibility Resource Center (ARC). Through completion of the Disabilities Disclosure and Accommodation(s) Request Form, the student shall provide a medical release to each health care provider from whom medical records are requested permitting the College to receive and the College’s representatives to review such medical records. All documentation received by the College will become the property of the College and will be treated as confidential. This deadline may be extended upon request for good cause or as otherwise deemed appropriate by the College.

The College may require a student to undergo further testing and/or evaluation by medical or other personnel retained by the College to verify or establish the claimed disability and the need for accommodation and to provide a basis upon which a reasonable accommodation can be developed or implemented. All documentation relating to testing and/or evaluations will be treated as confidential.

The Directors of Accessibility Resource Center (ARC) and/or the members of the Guilford College Accommodations Committee, or her or his designee, individually or in consultation with medical or other personnel retained by the College, will determine whether the College considers the student to be disabled. The College will attempt to complete its review and make its determination regarding the claimed physical, mental, and/or learning disability of a student within three (3) weeks (21 calendar days) upon receipt of all documentation and evaluations requested. Once the College determines whether a student is disabled, the College will communicate that decision to the student in writing or in some other form appropriate for the student’s disability.

Providing Reasonable Accommodation(s)

The determination of whether and/or what reasonable accommodation(s) will be made to a student, shall be made by the Directors of Accessibility Resource Center (ARC) and/or Guilford College Accommodations Committee, medical, or other personnel retained by the College. In making this assessment, the Director of the Accessibility Resource Center (ARC), or her or his designee, will consult with the applicant or student regarding the precise disability-related physical or mental limitations imposed by the disability, potential reasonable accommodation(s) to overcome those limitations, and the effectiveness of various accommodation(s) in enabling the applicant or student to perform the academic, technical or other requirements of the course, program, activity or service in question.

If a student does not meet the ADA criteria necessary to be determined disabled, no offer of reasonable accommodation will be made to the student.

Academic and technical standards requisite to admission or participation in the College’s education programs, activities or services are those bona fide standards reasonably necessary to the proper use of the degree confirmed at the end of a course of study, to the completion of the educational mission encompassed by a course, program, activity or service, or other criteria that are essential to admission or participation in the course, program, activity or service in question. Determination of which academic and technical requirements are essential shall be made by evaluation of objective criteria, including but not limited to:

- the knowledge and skills necessary for the proper use of a degree confirmed at the end of a course of study,
- the academic knowledge or skills required for the completion of a particular course or program,
- the amount of time spent on each area of concentration in a course or program, and
- the relevance of such concentrations to the mission and purpose of the course, program, activity, service, department and/or College.

Such determinations will be made by the Provost, or the Provost’s designee, in consultation with appropriate instructors and department heads.

Accommodation(s) will not be offered that would substantially modify the educational standards, operation and/or mission of the College. An accommodation that would be unduly costly, extensive, substantial or disruptive or that would fundamentally alter the nature of the course, program, service or activity offered by the College would constitute a substantial modification. If the College determines that an accommodation would cause substantial modifications, the applicant or student requesting the accommodation may be given the option of providing the needed accommodation or paying the portion of the cost which constitutes the undue hardship or substantial modification.

With respect to accommodations mandated by the Americans With Disabilities Act and Amendments (ADAAA), the College will also deny educational opportunities and other services to an applicant or student when no reasonable accommodation exists that would either eliminate or reduce to an acceptable level any significant, direct threat of substantial harm that an applicant or student with a disability would pose to the health or safety of themselves or others.

The College will attempt to complete its evaluation and make its decision regarding reasonable accommodation(s) within three (3) weeks of the initial disability determination. The Directors of Accessibility Resource Center (ARC), or her or his designee, will then forward the College’s decision in writing, or in some other form appropriate for the applicant or student’s disability, to the applicant or student upon completion.

Applicants or Students Who Reject Reasonable Accommodation

If an otherwise qualified applicant or student with a disability rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the applicant or student to perform or meet the academic, technical or other standards requisite for admission or participation in the educational program, activity, or other service in question, the applicant or student will not be considered a qualified individual with a disability, and admission to or current enrollment in the program, course, activity or service in question may be denied, withdrawn or modified as deemed appropriate by the College.

Miscellaneous Provisions

Reasonable accommodation does not negate requirements for successful completion of courses and programs, adherence to generally acceptable standards of behavior, the College’s code of conduct, and adherence to faculty directions and instructions.

If the academic, technical or other standards requisite for admission or participation in an education program, activity or service are expanded,
revised or modified, the conditions and procedures stated in this policy shall apply to any evaluation of the student's ability to perform the expanded, revised or modified requirements and the College's determination whether reasonable accommodation will be provided.

Any applicant or student who has a complaint about the application of this policy should follow the College's applicable student grievance procedure available from the Office of Academic and Student Affairs.