

STUDENT REGISTRATION RESPONSIBILITIES

Students at NIACC have the responsibility to follow procedures that will assure valid registration for courses. ***Changes in registration*** may be initiated by the student in WebAdvisor through the first week of classes. After the first week, the student must meet with their academic advisor to make any schedule changes. If a student finds it necessary ***to withdraw from all courses***, a withdrawal form must be processed through the Registrar's Office. Failure to initiate the procedure will result in "F" grades. Changes involving refunds will be computed as of the date received at the Registrar's Office. Any change in address should be made at the Records Office.

COLLEGE CANCELLATION OF CLASSES

The college may cancel classes due to insufficient enrollment prior to the beginning of the term. Students who are registered will be informed by the college if the class is cancelled.

CANCELLATION OF REGISTRATION

If you choose not to attend, please ***notify the Records Office in writing*** to cancel your registration. You will be held liable for tuition and fees should you fail to notify the Records Office. Failure to attend class, once registered, does not cancel registration.

GRADUATION APPLICATION

Students planning to complete their graduation requirements are required to meet with a counselor to make sure degree requirements have been met and request the graduation application. The graduation application must be completed and turned in to the Records Office.

IDENTIFICATION CARDS

New students will receive their I.D. cards during orientation. A \$5.00 replacement fee will be charged for a lost I.D.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Formal notification of rights under FERPA regarding student records and directory information may be found in the General Catalog. **The request for non-disclosure can be obtained from the Records Office and must be filled out each term and returned to the Records Office by the second week of the term.**

******If you have any questions regarding your registration responsibilities or the academic policies listed below, please see the student handbook portion in the General Catalog.** To view our student handbook, please go to: <http://www.niacc.edu/catalog/> or http://www.niacc.edu/catalog/catalog_09_10/0910StudentHandbook.pdf.

Academic and Disciplinary Policies, Auditing Classes, Book Store, Changes in Registration, Classification of Students, College Services, Collegiate Athletics, Counseling, Credit by Examination, Credits and Grading, Degree Requirements, Emergency Procedures, Family Educational Rights and Privacy Act (FERPA), Financial Aid and Scholarships, Graduation, On-Campus Housing, Payment Plans/Policies, Registration Process, Requesting Academic Transcripts, Residency Policy Guidelines, Tuition and Fees, Tuition Refund