

PROCEDURE

Number: 53-04
Title: Pre-Registration Responsibilities
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-26 Administration of Student Affairs

Other:

Procedure Description

PURPOSE

To establish a uniform procedure for handling the pre-registration of students for courses each semester.

Procedure

To establish a uniform procedure for handling the pre-registration of students for courses each semester.

1. Approximately five weeks prior to the end of the Fall/Spring terms, the College will designate one week as the pre-registration period.
2. The advisor may plan the student's registration, and it is the student's responsibility to register the planned courses online using the FDTC student Self-Service account.
3. The advisor may key the student's registration, or the student may register online using the FDTC Website to access Self-Service.
4. After a Veteran student registers, a signed copy of the veteran's registration schedule must be turned into the VA Certifying Official's office either in person or via email, requesting to utilize their benefits.