

PROCEDURE

Number: 53-06
Title: 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 student registration each semester.

Procedure

All faculty and staff will be involved in Student Registration during fall, spring, and summer semesters. Faculty and staff will receive pertinent information from Registrar Services and Enrollment Management.