REGISTRATION

Students must be admitted to Tri-C before registering for classes. Students can register online or in person at the Enrollment Center.

Waitlist
Waitlisting allows a student to add themselves to a waitlist for a class that has met its maximum enrollment limit. This gives a student the opportunity to register for a closed class when a seat becomes available. Holds will prevent students from using the waitlist option.

When a seat becomes available, an email notification is sent to the Tri-C email address of the student who is next in line on the waitlist. The student has exactly 18 hours (including weekends and other days the College is closed) to register for the course before they are dropped from the waitlist and the next student is notified.

Full-Time/Part-Time Status
A student must take at least 12 semester credits to be considered a full-time student. A counselor or advisor may recommend a heavier or lighter load depending on ability and/or past performance. A part-time student is one who is registered for 11 credits or fewer.

Each credit typically requires a minimum of two hours of outside study each week. A student employed full-time should probably not attempt to carry more than two courses per semester. A student who is working part-time might consider taking more than two courses per semester, depending on other demands made on his or her time.

Cancelled Classes
Tri-C may occasionally cancel a class due to insufficient enrollment. Every effort is made to notify students when this occurs. Those affected may register for a different class during the registration period. Students will receive a full refund for the cancelled course.

Prerequisites
Prerequisites are established by each department, for each course in that department, to ensure that the student has an adequate and sufficient background to enroll in a course and achieve success. A passing grade of "C" or better is required. It is the student's responsibility to ensure that he or she has met the prerequisites for any course in which he or she enrolls. Prerequisites will be checked at the time of registration. If the student is unsure that the prerequisite has been met, he or she should consult with the academic department or Counseling Office prior to registering for that course. Note: Students who have taken prerequisite courses at Tri-C prior to Fall 1998 will be required to obtain an exception from a counselor or academic department in order to register for some courses. Students who are transferring to Tri-C should submit their transcripts to determine if prior coursework meets prerequisites.

Course Adjustment Period
Students may adjust their schedules during the first week of the term but may only register for a course that has not already met. For permission to enter a course that has already met, a Registration Exception form must be completed and approved by the instructor and academic associate dean responsible for the discipline. Students must submit the completed Registration Exception form and make payment arrangements at the Enrollment Center to finalize registration.

Contact the Enrollment Center or refer to my Tri-C space for withdrawal/refund information.

Changes in Curriculum, Fees, and Other Requirements
The Cuyahoga Community College Board of Trustees reserves the right to change – at any time and without notice – graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in this Catalog.