

# REGISTRATION



Students must be admitted to Cuyahoga Community College (Tri-C<sup>®</sup>) before registering for classes. Students can register online or in person at the Enrollment Center.

## Class Standing

All students will be classified as first-year students, sophomores or upperclassmen based upon the number of semester units of academic credit completed.

First-year students are in their first or second term at Tri-C or have transferred to Tri-C with fewer than 12 credits from another college and are not currently enrolled in high school. Sophomores have moved beyond their first year and have accumulated 29 or fewer academic credits. Upperclassmen have completed 30 or more college-level credits, including at least one college-level English course and one college-level math course.

## 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 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 working part time might consider taking more than two courses per semester, depending on other demands made on their time.

## Online Course Schedule

The online course schedule allows students to search for courses offered each semester. Students can view the course location, instructor name, current capacity, seats available, course catalog description and much more. Students may also view the terms and courses available before registering.

Visit [tri-c.edu/student-resources](http://tri-c.edu/student-resources), click Find Classes, select the semester, then select the course subject.

## Waitlist

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

When a seat becomes available, 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.

## Guaranteed Course Sections

Guaranteed course sections are guaranteed to run with no minimum enrollment (subject to section/CRN capacity).

- CRNs designated with a guarantee are subject to room assignment and faculty changes.
- CRNs designated with a guarantee are for the listed day, time, campus and modality only.
- Students who wish to enroll in guaranteed CRNs that are full can enroll on the waitlist; however, waitlist status does not guarantee enrollment in the designated guaranteed section or that a new section will be added.

Why register for guaranteed courses?

- Guaranteed course sections will not be canceled – this is Tri-C's promise to you.
- Registering early and choosing guaranteed CRNs helps you complete your degree or certificate more quickly.
- While registering early is important, so is planning for tuition payments. Courses that are registered and not paid for by the deadline will result in your being dropped from your courses with no guarantee to re-enroll in those sections.

## Dropping/Adding Classes

Any registered student who finds it necessary to make a schedule change can do so from the first day of registration through the end of the late registration period. The full fee will be charged for courses added. Students may still adjust their schedules through the first week of the term, but they can only enter a course that has not held its first scheduled session. Exceptions must be approved in writing by the academic associate dean responsible for the discipline. Contact the Enrollment Center for refund information.

Withdrawal and refund deadline information is also available on *my Tri-C space* and in the enrollment guide.

## Canceled 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 canceled class.

## 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 they have met the prerequisites for any course in which they enroll. Prerequisites will be checked at the time of registration. If the student is unsure if the prerequisite has been met, they 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 must obtain an exception from a counselor or academic department in order to register for some courses. Students 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.