



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Registration/Late Registration Policy

Policy 4.18

Volume 4 Enrollment Management
Chapter 18 Registration/Late
Registration Policy
Responsible Office: Registrar
Originally issued: unknown
Revised 3/2009

Policy Statement

Registration procedures at the Medical College of Georgia are the responsibility of the Office of the Registrar. Notification of these procedures and any changes in the Academic Calendar will be sent to students at the appropriate time.

Students at the Medical College of Georgia are allowed ample time to register for classes. Registration for courses must be completed on the dates stated in the Medical College of Georgia Academic Calendar. The failure to register during the time allotted for registration will result in a \$50 late registration fee being charged to the student.

In keeping with Board of Regents' policy 704.03, students are required to pay all tuition and fees prior to the first day of class. Students are not considered enrolled in the institution until all tuition and fees have been paid.

Except for unusual circumstances, students are not allowed to register after the last day of late registration (the drop/add period listed in the Academic Calendar).

While reasonable efforts shall be made to inform students of registration dates and any changes in the dates published in the catalog, it is the student's responsibility to keep apprised of such changes.

Reason For Policy

This policy serves to notify Medical College of Georgia faculty, students and staff of its registration policy and to implement a policy for late registration.

Entities Affected By This Policy

All students who are enrolled at the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All students who are enrolled at the Medical College of Georgia, the faculty who teach them, and the staff who provide administrative services to them are affected by this policy.

Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	http://www.mcg.edu/students/Registrar/registrar@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p418.pdf>

Related Documents

Medical College of Georgia Office of the Registrar:

<http://www.mcg.edu/students/Registrar/regulations/late-registration.html>

<http://www.mcg.edu/students/Registrar/regulations/registration.html>

Board of Regents Policy Manual, Section 704.03:

<http://www.usg.edu/regents/policymanual/700.phtml>

Overview

Registration procedures at the Medical College of Georgia are the responsibility of the Office of the Registrar. Students are notified of the dates of registration via their GroupWise -mail account, and the dates of registration are posted on the Academic Calendar. It is the students' responsibility to ensure they are registered for classes during the posted dates. The failure to register during the time allotted for registration will result in a \$50 late registration fee being charged to the student.

In keeping with Board of Regents' policy, students are required to pay all tuition and fees prior to the first day of class. Students are not considered enrolled in the institution until all tuition and fees have been paid.

Except for unusual circumstances, students are not allowed to register after the last day of late registration (the drop/add period listed in the Academic Calendar).

While reasonable efforts shall be made to inform students of registration dates and any changes in the dates published in the catalog, it is the student's responsibility to keep apprised of such changes.

Process/Procedures

- Registrar's Office notifies students and academic departments of registration dates.
- Students register for classes.
 - Students in the Schools of Allied Health Sciences, Nursing, and Graduate Studies (with the exception of the first semester Biomedical Science Students) are responsible for registering for classes during the time frame given for the semester.
 - Students in the Schools of Medicine and Dentistry are registered for classes by the curriculum office in their own schools. These students are responsible for ensuring that they do not have holds that prevent them from being registered by their schools during the time frame given for the semester.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.18, Registration/Late Registration Policy, are:

Students	Register for classes or verify registration
Schools of Medicine and Dentistry	Register their own students for classes