

Williamsburg Technical College  
PROCEDURE

**SECTION D – EDUCATIONAL AFFAIRS**

Title	Number
<b>REGISTRATION</b>	<b>D-19.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>D-19.1</b> Date <b>10/2/00</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Students desiring to attend classes are required to register for courses each term they are to be enrolled. At the beginning of each term there are scheduled dates for registration. During this time, students meet with academic advisors, register for courses, and pay tuition for the term. Continuing students are encouraged to register during the advisement period; however, enrollees are permitted to register during the regular registration period.
- II. Advisement period is held prior to the end of each semester. Regular registration is held prior to the beginning of each semester. Dates of both registration periods are announced and published in advance. The academic calendar reflects those dates.
- III. A late registration period follows for those individuals who were unable to complete the registration process on the scheduled dates. A student may register late during the add/drop period after classes begin and will pay a \$20 late registration charge.
- IV. To complete registration, students are required to satisfy their financial obligations in the Business Office where they receive the original copy of the class schedule. Students will not be permitted in class without presenting their copy of the class schedule to the instructor. This copy must be marked "official schedule" by the Business Office or indicate deferment.