Registration

Students may register for classes by using the MyServices section of the Cincinnati State website, in person in the Office of the Registrar, via email registraroffice@cincinnatistate.edu , or by fax (513) 569-1883, to the Office of the Registrar. Registration for a semester begins during the previous semester. Specific registration deadlines for each semester can be found on the Calendar of Important Dates on the College website.

Administrative Withdrawal from Admitted Status

An admitted student who has not enrolled in classes for three consecutive semesters is administratively removed from admitted status. To regain admitted status, students must reapply for admission by submitting a new Application for Admission and paying a $15 non-refundable fee.

Students who apply for readmission five or more years after their prior admission date must submit a new Application for Admission, pay a $15 non-refundable fee, and complete all other required admissions steps, including placement testing. The student who is readmitted must meet the academic program requirements that are in effect at the time of readmission.

For additional information, please see the Admission Information (http://catalog.cincinnatistate.edu/archives/2013-14/admissioninformation) section of this catalog.

Changing Degree Programs

Students who wish to transfer from one degree or certificate program to another must complete the online Change of Major form found under Admission in the MyServices area of MyCState.

When a student transfers from one degree or certificate program to another, all courses attempted that apply to the new Degree Audit curriculum – with the exception of cooperative education courses – automatically transfer to the new program. Course substitutions that were made for the former program do not apply automatically to the new program; the new program chair or academic advisor must approve course substitutions.

The new program's Degree Audit curriculum serves as the basis for calculating the program GPA. Additional transfer of courses to the new program, including cooperative education courses, is based on evaluation of the student's coursework by the program chair.

Completing More Than One Degree (Double Major)

When students are admitted to the College, they are considered to be seeking only one academic degree or certificate. In some cases, students may seek to "double major" by pursuing a second associate's degree in an area closely related to their initial degree program.

To be considered for a double major, students must first be fully admitted to an associate's degree program. Students in pre-admit status are not eligible to apply for a double major. Students seeking a certificate rather than a degree are not eligible to apply for double major status.

To be considered for a double major, students must apply for admission to the second program by completing a double major form available online under Admission in the MyServices area of MyCState. The academic division in which the student seeks the second major determines whether the student is eligible to pursue the second major.

Students granted double major status are expected to consult regularly with their program advisor (or advisors) to ensure they make appropriate progress in their degree programs. Students with questions or concerns about their academic status or goals should consult with their program advisor, or with the Office of Admission.

Enrollment Status

Enrollment status is determined by the official number of credit hours for which a student registers each semester. Enrollment status often is used to help determine eligibility for financial aid, veteran's benefits, company and agency funding, health insurance benefits, and auto insurance.

Students are responsible for knowing their enrollment status and understanding the impact of changing their credit hours if using the add/drop process.

Cincinnati State defines a student's enrollment as follows:

Full-Time Enrollment	12 or more credit hours or full-time cooperative education placement
3/4-Time Enrollment	9 - 10 - 11 credit hours
Half-Time Enrollment	6 - 7 - 8 credit hours
Less than Half-Time Enrollment	5 or fewer credit hours

Students placed on a part-time cooperative education placement are not considered half-time students for the purpose of enrollment verification.

Enrollment Verification

Students may submit enrollment verification request(s) to the Office of the Registrar. Depending on the information requested, enrollment verifications may take up to five business days to process..

Late Registration

Late registration will begin on the day after On-Time Registration ends and continue until the end of the first week of the semester. Students who register for their first class after On-Time Registration ends will automatically be charged a $100 non-refundable late registration fee. Instructor's approval will be required to add a class during the first week of the semester if the course is online, has met, or is full. Once classes for the semester have begun, all registration activity must be processed via the Registrar's Office. Specific On-Time Registration deadlines for each semester can be found on the Calendar of Important Dates (http://www.cincinnatistate.edu/real-world-academics/2013_2014_Academic_Calendar.pdf/view) on the College website.

Registrations are not permitted after the first week of the semester. Students who request to add classes after the first week of the semester will be provided with academic advising appointments, financial aid, and career counseling as needed. They will be directed to register for classes for the following semester.

Name Changes

To request a name change, students must complete a Personal Data Change form available in the Office of the Registrar. All name change requests must be accompanied by a copy of official supporting documentation. Official documentation includes but is not limited to a valid driver's license, marriage license, divorce decree, or court order for official name change. Only a student's legal name is used on all records maintained or issued by the College.

Prerequisite Requirements

Before a student is permitted to register for any course, they must have successfully completed prerequisite requirements, or be currently enrolled in the course that is the prerequisite. A prerequisite to a course is either an appropriate score on the COMPASS® placement test or successful completion of a designated Academic Foundations (AF) course or another academic course prior to enrollment in the course.

Repeated Course

If a course is repeated, only the highest grade is computed in the calculation of the GPA. If a student earns the same grade upon repeating a course, only one grade is computed in the calculation of the GPA. The original course grade is still shown on the transcript with an indication that it is not calculated in the GPA.

Limits to Repeated Course

A student who has received a grade of F, W, or any other grade twice for the same course cannot register for the course a third time without the approval of the student's program chair or academic advisor. The program chair/advisor may require the student to meet with an academic advisor to discuss potential for success in the student's current degree or certificate program.

Students receiving financial aid should be aware of other standards related to repeated courses, discussed in the Financial Information section of this catalog.

Priority Registration

The registration period each semester consists of three overlapping segments or registration "windows":

Priority 1 registration is the time period set aside for active degree-seeking and certificate-seeking students with 30 or more quarter credit hours or 20 or more semester credit hours (including transfer credits). Students in the Honors Program can also register at this time, regardless of their accumulated credit hours.

Priority 2 registration begins approximately three days after Priority 1 registration begins. This period is for active degree-seeking and certificate-seeking students regardless of their accumulated credit hours.

Priority 3 or open registration begins approximately one week after Priority 1 registration begins. Students who are not seeking a degree or certificate may register at this time. Applicants who have not been admitted to a program may also register.

For specific dates of registration and additional information regarding online registration, please refer to the Office of the Registrar (http://www.cincinnatistate.edu/admission-financial-aid/registrar/office-of-the-registrar) section of the College website.

Academic Forgiveness Policy

Students experiencing current academic success may adjust their GPA by petitioning to remove certain courses from their GPA calculation. Courses with earned grades of D, F, V, or WF that do not apply to the student's current degree or certificate program may be eligible. Courses taken in a previous completed degree program are not eligible.

Academic Forgiveness is a one-time, non-reversible option. Students who plan to transfer to another college or university should note that the new college or university may use all grades earned in computing GPAs for admission or other purposes.

For Academic Forgiveness eligibility, students must:

- Be admitted to a degree or certificate program and have completed all Developmental Education, Academic Foundations, or English as a Second Language requirements.
- Have 12 or more credits—not including coursework for which Satisfactory/Unsatisfactory grades are assigned—to complete in their program at the time of application.

To request Academic Forgiveness, students must:

- Complete a petition for Academic Forgiveness (available in division offices) in consultation with the program chair or academic advisor. This petition lists courses in which the student earned grades of D, F, V, or WF and requests that they no longer be calculated in the grade point average.
- Submit the completed petition to the Office of the Registrar by the Last Day to Drop Courses for the semester. Late petitions may be held until the following semester.
- Complete a minimum of 12 additional credits and maintain a GPA of 2.0 or higher, and earn no grade lower than a C. Academic Foundations courses and co-op courses are not eligible.

At the end of the semester:

- The Office of the Registrar evaluates the petition. If the student has successfully completed 12 credits with a semester grade point average of 2.0 or higher and earned no grade below a C, Academic Forgiveness is applied.
- If the student has not completed 12 credits, the Office of the Registrar holds the petition and reviews it at the end of each semester until the student completes 12 credits. If the student has maintained a semester grade point average of 2.0 or higher and has earned no grade below a C, Academic Forgiveness is applied.
- After the petition is approved, the following statement appears on the student's transcript: "The Academic Forgiveness policy has been applied to academic work at Cincinnati State prior to (semester/year of petition approval)." The eligible courses will not be removed from the academic record. A new cumulative grade point average is calculated excluding the eligible courses.