

# Registration

---

Current registration deadlines for each semester are available on the Registrar's Important Dates Chart (<https://cincinnatistate.edu/academic-calendar/>) on the College website.

Students may register for classes using these methods:

- online using the MyServices section of the Cincinnati State website
- in person in the Office of the Registrar (Clifton Campus)
- by email to registraroffice@cincinnatistate.edu
- by fax to (513) 569-1883 (Office of the Registrar)

## Administrative Withdrawal from Admitted Status and Readmission Process

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 are readmitted must meet the academic program requirements that are in effect at the time of readmission.

- Previously-admitted students who have not enrolled in any classes for **one (1) year** must:
  - Resubmit an Application for Admission.
  - Pay a \$15 non-refundable admission fee (charged to the student's first registration bill).
- Previously-admitted students who are reapplying **two (2) years to four (4) years** after their prior admission date must:
  - Resubmit an Application for Admission.
  - Retake the placement test. (You may be eligible for test wavier if you have taken college-level English and/or math courses.)
- Previously-admitted students who are reapplying **five (5) years or more** after their prior admission date must:
  - Resubmit an Application for Admission.
  - Resubmit all required documents.
  - Retake the placement test. (You may be eligible for test wavier if you have taken college-level English and/or math courses.)
- If you have **graduated from Cincinnati State** with a degree or certificate, but wish to resume studies at the College, you must submit a new Application for Admission.
  - You don't need to resubmit previously-submitted documents.
  - You may complete an online Test Waiver Form to waive the placement test.

For additional information, see the Admission Overview (<https://cincinnatistate.edu/academics/admission/admission-overview/>) section of the College website.

## 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.

The Degree Audit curriculum is the official set of academic requirements in effect for new students at the time of admission to the degree or certificate program.

Course substitutions that were made for a former program do not apply automatically to the new program; the program chair or academic advisor for the program the student is entering 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.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken are subject to review by the program chair and dean. Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements.

## 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 or internship course
Full-Time Enrollment Co-op	2 credit hours = full-time status
3/4-Time Enrollment	9 - 10 - 11 credit hours
Half-Time Enrollment	6 - 7 - 8 credit hours or enrollment in a part-time (half-time) cooperative education or internship course
Half-Time Enrollment Co-op	1 credit hour = half-time status
Less than Half-Time Enrollment	5 or fewer credit hours

## Enrollment Verification

Students may submit enrollment verification request(s) to the Office of the Registrar. Depending on the information requested, enrollment verifications processed in the Registrar's Office may take up to five business days to complete. The National Student Clearinghouse is the College's verifying agent; students can see their enrollment status at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) (<http://www.studentclearinghouse.org>).

## Late Registration

Late registration begins on the day after On-Time Registration ends and continues 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. The instructor's approval will be required to add a class during the first week of the semester if the course is online, has already met, or is full. After classes begin each semester, all registration activity must be processed in the Registrar's Office.

Specific registration deadlines for each semester are available on the Calendar of Important Dates on the College website.

Registration is 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 academic advising, financial aid advising, and career counseling as needed. They will be directed to register for classes in a 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 successfully complete prerequisite requirements, or be currently enrolled in the course that is the prerequisite. A prerequisite can be satisfied by an appropriate score from the college placement/

assessment test or successful completion of a designated Academic Foundations (AF) course or another academic course prior to enrollment in the course with the prerequisite.

## 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 (<http://catalog.cincinnati.edu/archives/2017-18/financialinformation>) section of this catalog.

## Priority Registration

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

- **Priority registration** is the time period set aside for active degree-seeking and certificate-seeking students, regardless of their accumulated credit hours.
- **Open registration** begins approximately one week after Priority 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.cincinnati.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 completed 12 credits or more successfully, after the last term/semester they earned grades of D or F—not including coursework for which Satisfactory/Unsatisfactory grades are assigned.

### **To request Academic Forgiveness, students must:**

- Complete a petition for Academic Forgiveness (available in division offices) in consultation with their program chair or academic advisor. This petition lists courses in which the student earned grades of D, F, V, or WF and requests that these grades no longer be calculated in the grade point average.
- 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.
- Submit the completed petition to the Office of the Registrar once the 12 additional credits have been earned.
- 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.
- After the petition is approved and Academic Forgiveness is applied, 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.