NorthWest Arkansas Community College Administrative

Policies and Procedures

Foreign Students Not Requiring A Student Visa Admissions 3-14-7

Policy:

Foreign students who hold a valid visa other than an F-1 visa must meet the following requirements:

Prospective students must supply the Office of International Admissions with documents which indicate their legal status in the U.S.

If the prospective student or their spouse, or their parent (if the student is a minor) is working in the U.S., that student will not be charged international tuition rates. The Director of International Admissions will indicate that on the student application form.

If there is any question about whether or not a student should be charged international tuition rates, the Director of International Admissions will consult the Associate Vice President for Learner Support Services to make a determination.

Student records will be kept in the student's file in the Office of International Admissions.

Students must follow regular admissions policies.

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Revised: May, 2005

Registration 3-15-1

Policy:

Students will register for classes according to instructions and deadline dates contained in the Schedule of Classes published prior to the beginning of each semester. Registration is considered complete when the student has paid tuition and fees or when payment has been officially authorized by the Financial Aid Office or Business Services Office. Students with past due obligations to the College may not register for classes until such obligations are resolved to the satisfaction of the College.

The College reserves the right to deny registration to any individual who has violated the Student Code of Conduct, as defined in policy (4-7-3) and is currently suspended from the College, who is not making academic progress or when the College is unable to provide the services, courses, or programs needed to assist a student in meeting his/her educational objectives.

Procedures:

For New, Currently Enrolled, Special, Transfer and International Students:

Registrations periods will be offered for fall, spring, and summer semesters.

Students may choose to web register or register in person. For students who choose to web register will:

a. Receive a P.I.N. (Personal Identification Number) in person from the Admissions or Student Records office.
b. Students may register on the web during the open registration periods at www.nwacc.edu.

Students who register in person will:

a. complete, sign, and date a registration form.

b. The Office of Student Records will enter all registration data into BANNER.
c. The paper record will be maintained in the Office of Student Records for one year. At which time the form is destroyed.

The electronic BANNER record will be maintained infinitely.

The dates for registration will appear on the institution calendar, which is published in the College catalogue.

Students are academically and financially responsible for all classes in which they enroll.

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