

Student Registration Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Program Structure

Number: 208

Title: Student Registration

Date: 3/31/10

Reviewed/Revised: 6/20/16

Purpose: To outline process for student registration.

Policy: The Consortium Program Oversight Committee and program director, along with local registrars and cashiers of the member institutions shall work together to establish policies, processes, and procedures to enroll all matriculated students each semester, and record all course work grades, transcript grades, and bill students for tuition and fees.

Procedure:

1. Students matriculated into the Consortium program will enroll at the “home campus” community college of the student’s choice, and will pay the required tuition and fees to the home campus. *It is generally understood that once admitted to the Consortium program, students are counted and reported as students of the “home” community college.*
2. All pre-requisite general education and science coursework taken prior to a student’s formal admission to the Consortium program shall be paid in the same manner as other native students attending the home community college campus.