

Course Registration Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 505

Title: Registration

Date: 3/31/10

Reviewed/Revised: 6/20/16

Purpose: To outline processes for student registration once accepted into the MHPC OTA Program.

Policy: Once the student has been accepted into the MHPC Occupational Therapy Assistant (OTA) Program, and all prerequisites have been completed with satisfactory grades the student may register for the classes required for the professional phase of the program.

Procedure:

1. All OTA students are subject to the procedures of registration as published in their home college student handbook and therefore should refer to their home college student handbook for registration specifics.
2. A list of OTA classes and schedules will be provided by the MHPC OTA Program to the registrar and students prior to enrollment.
3. On-site OTA Faculty advisors will work closely with the registrar to ensure timely enrollment of students and to communicate changes to the registration process.