

REGISTRATION

Registration at SENMC is a process that includes: (1) academic advising, (2) registering for classes, online or with your academic advisor, and (3) paying the tuition and fee bill.

Admission Requirement

No person will be allowed to register for courses until formally admitted to SENMC.

Class Schedule

Each semester, the Registrar's Office provides an online schedule of classes which can be accessed through my.SENMC.edu or the SENMC website. Note that not all courses listed in the catalog are offered every semester.

College Credits

The unit of college credit is the semester hour, which is based upon one hour of lecture class or a minimum of two hours of practice/lab per week during one semester, and assumes a minimum of two hours additional, by the student, outside of class. The number of credits associated with each course is indicated in the course schedule.

Course Load for Students

The full-time course load in a regular semester (fall or spring) students is 12-18 credits. A full-time course load for a summer term is 9 credits with a maximum of 6 credits per session, totaling no more than 12 credit hours. Some scholarships have a 15 credit course load eligibility requirement. Each student is responsible for meeting their own scholarship eligibility requirements.

An overload is classified as more than 18 credits for a regular semester and more than 12 credits for the summer term. Registration for a course overload requires permission from the VPAA. Generally a student must have a 3.0 GPA in the previous semester to qualify for an overload. A "Change of Schedule" form is required and available on the Registrar's website.

Class Delivery

Classes at SENMC are delivered in a variety of modalities. Students may see any of the following schedule types when viewing the class schedule through my.SENMC (<https://senmc-public.courseleaf.com/academic-regulations/registration/my.senmc.edu>) or SENMC website (<https://senmc-public.courseleaf.com/academic-regulations/registration/senmc.edu>).

- Classroom Lecture: traditional in-person class meetings that occur on specified days and times in a specified location.
- Hybrid (Online + F2F): hybrid delivery that is offered both online and with required in-person class meetings that occur on specified days and times in a specified location.
- Hyflex (Online + F2F scheduled meeting time): hybrid delivery that is offered both online and with required in-person class meetings that occur on specified days and times in a specified location
- Hyflex Varied (Online, F2F, or synchronous online): hybrid delivery that is offered both online and with required in-person class meetings that occur on specified days and times in a specified location
- Lab: traditional in-person lab meetings that occur on specified days and times in a specified location.

- Fully Online (Online with no Synchronous Meeting): online class meetings that do not require students to meet virtually
- Independent Study: students and instructors schedule meetings on an as needed basis to discuss course content and student progress
- Practicum: practicum/clinical with implied meetings on an as needed basis to discuss course content and student progress

Prerequisites and Corequisites

Some courses require advance or concurrently acquired specific knowledge and skills. Prerequisite(s) and corequisite(s) for each course are indicated in the course description section of this catalog. Students must have completed (or be presently enrolled in the prerequisite(s)) courses in order to register for a course with prerequisites. Where a student was allowed to register for a course while completing the prerequisite(s), and then subsequently fails to successfully complete a prerequisite course, the student shall be disenrolled from the course requiring the prerequisite. In the case of a corequisite, a student must enroll in the courses during the same semester. In some instances, where a course has an enforced "pre/corequisite" the student can elect to either take the requirement before registering for the course, or take the courses at the same time.

Registration Changes

Subject to any registration "holds" and any applicable deadlines, students may change their course registration online. Caution should be exercised as registration changes may negatively impact eligibility for scholarships, financial aid, the student's ability to progress through their degree program in a timely manner, and the student's obligations with respect to tuition and fees. The Registrar's Office publishes an online schedule of "Important Dates for Students" for each semester. The student is responsible for reviewing and adhering to the Important Dates, including the deadlines to add, unregister or drop (withdraw) from course(s) for the relevant semester.

Adding Courses:

There are two different types of deadlines for adding courses:

1. Last day to add a class without instructor's signature - during this period courses may be added online through my.SENMC.edu, or through your academic advisor (if necessary).
2. Last day to add a class with instructor's signature - during this period courses may only be added with either the "Change of Schedule" form signed by the instructor (available online on the Registrar's website).

* Students taking classes online and who do not live in the Carlsbad Area must email the instructor, using SENMC email, in order to get permission to be added to the course. If the instructor approves the addition, the approved response must be sent to either the student's academic advisor or to registrar@SENMC.edu with the student's name, ID number, course number, and section they are wanting to add.

Unregistering and Dropping (Withdrawing) from Courses:

There are two different types of deadlines for unregistering and dropping (withdrawing) from courses:

1. Last day to unregister without a "W" grade – during this period, the student can unregister the course and not have it appear on their official transcript in any form, and the student will have no financial obligation related to the course (students will receive a 100% refund if tuition has been paid for the course).

2. Last day to drop (withdraw) with a "W" grade – during this period, the student can drop (withdraw) from the course, but the course will appear on their official transcript with the withdrawal (W) designation as the grade, and the student will be responsible for the full tuition and fees related to that course.

Students are responsible for initiating official drop (withdrawal) from any course(s) they do not intend to complete. Students who experience extraordinary circumstances that prevent timely registration changes should consult with their Department Chair or the Registrar. For more information about the process for adding or dropping (withdrawing) from a course(s), please speak with your academic advisor or contact the Registrar's Office.

Any student attending under Veteran Educational Assistance must notify the Military and Veteran's Programs office before processing registration changes to determine if changes will affect their enrollment status or benefits.

A student found insufficiently prepared for a course they are enrolled in may be transferred to a preparatory course in the same subject any day before the last day to drop (withdraw) from an individual course.

Repeating Courses for A Change in Grade

See the Grading portion of the Academic Regulations section of this catalog.

Substitutions and Waivers

Students registering for their final semester must have all course substitutions and waivers of required, for their degrees, courses approved before two weeks after the last date of registration for full or summer terms.

Auditing a Course (No Credit)

An audited course is one in which the student registers for the learning experience but does not seek to earn academic credit for the course. A student seeking to audit a course must register and pay tuition and fees for the course and have the consent of the instructor to take the class in audit form. A student who has registered to audit a course may be dis-enrolled from the course at any time before the registration deadline expires if necessary to accommodate a student taking the course for credit. After the last day to register, the student cannot change the course option from audit course to a for credit bearing course.

Audited courses are not used in determining a maximum class load (overload) for undergraduate students in good academic standing, however, the audited course will be counted as part of the maximum allowable course load for undergraduate students who are on academic probation.