

## REGISTRATION

### Early Registration

Early registration dates and procedures are prepared and distributed each semester by the Registrar. All currently enrolled students are **strongly** encouraged to register during early registration in order to get the courses they need to progress in their programs. Suspended students cannot participate in early registration.

### Final Registration Day

Registration is held each semester on the day published in the [academic calendar](#). Registration terminals are located at various locations on the Jackson Campus. Students must complete an Application for Admission or update their application before meeting with their assigned academic advisors to initiate the registration process.

### Late Registration

A \$5 late registration fee will be charged to returning students enrolled in full-time curriculum programs who register after registration day, except those students who are enrolled in open laboratory programs. Registrations after the drop/add period must be approved by the appropriate dean.

### Transfer of Earned Credit

Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the Registrar's Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and no later than the end of the first semester of enrollment.

Transfer of "Credit by Exam" will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.

### Previously Earned Credit

Course work completed in technical areas more than six (6) years prior to beginning of a degree, diploma, or certificate may be credited only with the approval of the respective dean. General education credit ten (10) years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at SCC and course work being transferred into the College.

### How to Contact the Registrar's Office

**Location:** Jackson Campus, Balsam Center

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Telephone:** (828) 586.4091, ext. 219

**Toll-free:** (800) 447.4091

**Address:** 447 College Drive, Sylva, North Carolina 28779

**Web page:** [www.southwesterncc.edu/services/index.htm](http://www.southwesterncc.edu/services/index.htm) and click on the "Registrar's Office"