

Conditional Registration Request

The purpose of a conditional registration is to allow students to register for classes using unofficial documentation while awaiting official documentation to be received by Southwestern Community College. Official documentation, typically in the form of a transcript or test scores, demonstrating completion of a course prerequisite must be received by the Registrar's Office.

When registering prior to the week of final registration for a term, official documentation must be received by 5:00PM on the **second class day** of the semester in which the conditional registration has been granted.

When registering during the week of final registration or schedule adjustment for a term, official documentation must be received within **ten business days** of the date of registration.

If official documentation has not arrived by the specified time, all conditional registration classes will be dropped from the student's schedule and will result in a 25% tuition charge. A restriction will also be placed on the student's record to prevent future registration and the release of an official SCC transcript. Students will be notified by college email when classes are dropped due to lack of documentation.

Student Name: _____	Student ID#: _____
Semester: _____	Program of Study: _____

Course Title	Prefix	Number	Section #

By signing below I understand that:

- 1) It is my responsibility to submit official documentation to the Registrar's Office by the time specified above.
- 2) If I am dropped from classes, I will be charged 25% tuition for the dropped classes.
- 3) If official documentation is not received by the deadline, a restriction will be placed on my record that will prevent future registration and the release of a SCC transcript.

Student Signature

Date

Documentation Attached: Yes No Waiver Granted: Yes No Student Registered: Yes No

Advisor Signature

Date

Dean Signature

Date