

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Initial Registration and Adding a Course  
PROCEDURES:**

**Board Policy No.: 3358:11-2-13**

1. A student may initially register for classes once semester registration begins based on the published priority registration dates for the term.
2. A student must initially register by the published deadline during Fall and Spring semesters to avoid the late registration fee.
3. A student may initially register for or add a 15 week course through the 5<sup>th</sup> day of the start of the semester term (excluding Saturdays, Sundays and holidays). Thereafter, a student can only initially register or add a course with the instructor's signature on the Registration Add/Drop form or with the instructor's permission from the instructor's Owens email account. Instructor permission is only valid for two weeks after the date provided on the form or email received date. If the instructor permission had been granted more than two weeks prior to the date that a student requests registration support, then new permission from an instructor is required.
4. For courses which are less than a full semester (less than 15 weeks in length), a student may initially register or add until the first class meeting; thereafter, a student can add the course only with the instructor's signature on the Registration Add/Drop form or with the instructor's permission from the instructor's Owens email account. Instructor permission is only valid for one week after the date provided on the form or email received date. If the instructor permission had been granted more than one week prior to the date that a student requests registration support, then new permission from an instructor is required.
5. Initial registration or adding a course may be carried out in a number of ways. For example, a student may register using the web via Ozone, or by completing a Registration Add/Drop form and submitting it to Student Financial Services for processing, or by sending an email to Student Financial Services via their Omail account, which must include the course registration number (CRN).

Effective Date            September 13, 2022

The procedures conform to the policy, effective September 24, 2022, as approved by the Board of Trustees, September 13, 2022.