Registering for Classes

Course registration services are offered at all six campuses: Cato, Central, Harper, Harris, Levine, and Merancas. Students are encouraged to register as early as possible to secure a schedule of classes that meets their needs. The college year consists of three terms. Fall and spring semesters are 16 weeks each. The summer term is eight weeks. Calendars (http://www.cpcc.edu/calendar) are continually updated on the college's website along with registration dates and information for online registration. Although the summer session is shorter, summer classes carry the same course credit as those in other terms.

- **Students entering degree, diploma or certificate programs** must complete the admissions/enrollment process prior to registration. (See Enrollment (http://catalog.cpcc.edu/enrollment) section of the catalog.)
- **Returning or new CPCC students who have completed the admissions process** may register online using their student User ID and password at mycollege2.cpcc.edu.
- **Students taking Corporate and Continuing Education, non-credit courses** may register without the admissions/enrollment process by calling Customer Service and Registration for Corporate and Continuing Education at 704.330.4223 or by registering online at cpcc.edu/cce/register-now. Registration for Corporate and Continuing Education courses is ongoing throughout the semester.

Auditing Courses

Students who wish to audit a course must complete an Audit Agreement form, have it signed by the course instructor and submit the Audit Agreement to Registration Services at any CPCC campus within the date ranges below:

- After the first four weeks of a 16-week term (28 calendar days including the first day of the term)
- After the first two weeks of an eight-week term (14 calendar days including the first day of the term)
- After the first week of a four-week term (seven calendar days including the first day of the term)

Registration procedures and fees for an audited class are the same as those for regular and non-credit enrollment. Certain courses, however, may be designated as inappropriate for audit. Non-credit courses may not be audited without permission from the Dean of Corporate and Continuing Education. No student is allowed to change from an audit to a credit designation or from a credit to an audit designation after the audit deadline.

The hours of an audited course are counted as part of a student's load and are subject to overload restrictions. A student may audit a course only once and all those doing so must adhere to the instructor's classroom policies. A record of the audit is entered on the student's transcript as "AU." The "AU" carries no college credit and is not converted to a letter grade. Audited courses are not covered by financial aid or veterans affairs. For more information, go to Policy 5.12 Audits (http://www.cpcc.edu/administration/policies-and-procedures/5-12-audits-substitutions-and-waivers), Substitutions and Waivers.

Course Load Regulation

Students registered for at least 12 hours of credit during the fall and spring terms, and for at least 9 hours of credit during the summer term, are considered full-time students. Students are advised that overload status may occur as a result of registrations that exceed 18 course hours during the fall and spring terms and over 13 hours during the summer.

Students must identify the overload course(s) and then secure approval from the appropriate faculty advisor, program or discipline chair, division director, or instructional dean.

Students taking a full load of EFL-English as a Foreign Language (Academic ESL), which includes skill-based courses in composition, grammar, listening/speaking and reading for a total of 20 credit hours, are not required to obtain overload permission in order to take these four courses.

Students must obtain overload approval for 19 to 20 hours during fall and spring terms and for 14 to 15 hours during the summer term from a faculty advisor, program chair, division director, or appropriate instructional dean. The dean of the student's program of study area must approve overloads of 21 to 28 hours during fall or spring terms or 16 to 20 hours during summer term. Students are not allowed to register for more than 28 hours during fall or spring terms and 20 hours during summer term. For more information, go to Policy 5.07 Course Load (http://www.cpcc.edu/administration/policies-and-procedures/5-07-course-load).

Course Substitution

Course substitutions are permitted with final approval by the Division Director of the academic area in which the substitution is sought. For students in Associate in Applied Science (A.A.S.) programs, substitution requests should originate with the advisor of the active program of study. For students in College Transfer programs [Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Fine Arts (A.F.A.)], requests should originate with the advisor of the related academic area.

Substitutions are approved and applied toward specific degrees, diplomas or certificates; therefore, it is necessary for a student to be officially enrolled in the appropriate program of study and catalog year before a substitution can be given.

Students with questions about this process may consult with their faculty advisor or contact Counseling and Advisement Services at 704.330.6433. (http://catalog.cpcc.edu/coursescourseregistration/courseregistration/tel:704.330.5013) Veterans Affairs students are approved only by the North Carolina State Approving Agency for two course substitutions per program. For more information, go to Policy 5.12 Audits, Substitutions and Waivers (http://www.cpcc.edu/administration/policies-and-procedures/5-12-audits-substitutions-and-waivers).

Repeating Courses

Curriculum Courses
In an effort to earn a higher grade and/or to enhance mastery of course content, students may repeat any curriculum course. Students may not enroll in the same course more than three times without approval of the appropriate division director, discipline chair or program chair. If students need additional advisement, the division director will refer them to Counseling and Advisement Services. A withdrawal does not count as a repeat.

When a course has been repeated, the higher grade is used to recalculate the Grade Point Average (GPA). However, all grades are recorded on the student's academic transcript. In addition, students who received a degree from CPCC are advised that a final student GPA is computed at the time of graduation and that GPA may not be recalculated as courses

are repeated. Furthermore, transfer students are advised that receiving institutions do not have consistent policies regarding GPA computation.

Students who receive veteran's benefits should be aware that they will not receive benefits for previously completed courses (as determined by the appropriate division). For all financial aid recipients, repeated courses are counted toward the 150 percent time frame. When students repeat courses, the repeated course is included in (a) enrollment status computations (full, 3/4, 1/2, or less than 1/2 time); (b) financial aid awards; (c) 150 percent calculations; and (d) GPA calculations.