Central Penn College publishes an electronic catalog annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, the college reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The college makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the college website at centralpenn.edu for specific information if desired.
Please note that all changes to the language in the catalog have been highlighted for ease in reference.

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Addition of Veterans Priority Registration

Registration Policies

Class Size
The average class size is approximately 16 students.

Class Registration
Students are pre-registered for their first term. After this term, scheduling becomes the responsibility of the student. Students should contact their advisor regarding appropriate course selection and are advised to keep and update their program road map.

Veterans Priority Registration
Central Penn College will offer priority registration for Veterans, current military service members, and dependents (military-connected students) who can provide proof of military connection. Priority registration means that military-connected students will be able to register for courses immediately once registration is open for the term.

Veterans and military members who are not receiving education benefits must submit a copy of one of the following documents to the Military Benefits Coordinator or Registration office in order to receive priority registration:
- US Armed Forces Active Duty Orders
- DD214 under honorable or general conditions

Documentation must be received no later than the end of the second full week of the term to receive priority registration for the upcoming term.

Registration Deadlines
Registration for students is accessible online at through the student portal. Open registration occurs during Week 4, 5, and 6. All students are able to register for classes regardless of where they are in the financial aid process. After open registration, students must use the drop/add form to change their schedule. Registrations occurring after open registration must have financial clearance from the Business Office.

Tuition bills are mailed Week 8. Students should contact the Business Office for questions or issues regarding tuition payments. An email will be sent to students during Weeks 9, 10 and 11 if their account is not paid/cleared.

All residential students must be registered for a minimum of nine credits and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Residential students will not be permitted to register for the upcoming term after the Friday of Week 11. Residential students not meeting the registration deadline will be required to remove their belongings from student housing and return their keys to the Office of Public Safety by 5 p.m. Saturday of Week 11.
All non-residential students must be registered and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Non-residential students will not be permitted to register for the upcoming term after the Tuesday of Week 1.

Students taking classes during summer terms will need to reapply for financial aid. The FAFSA (Free Application for Federal Student Aid) is due May 1. To apply, go to https://fafsa.ed.gov/. Any questions should be directed to the Financial Aid Office.

Add / Drop Period
The course add/drop form can be accessed through the student portal. Students may only add classes during the first week of the term. Changing from one section of a course to another section of the same course is considered dropping and adding a course.

Dropping a Course
In order to withdraw from a course with a grade of “W,” a student must do so prior to the close of Week 7. A student withdrawing after Week 7 will receive an “F.” Prior to dropping a course, students should contact their advisor in order to discuss any potential academic progress implications. Students should also see the Financial Aid Office and Business Office to review potential financial implications including the Satisfactory Academic Progress (SAP) policy and Refund and Distribution Policy.

Repeating Courses
If a student fails a course, that course may be repeated. MTH010, ENG101, ENG101E, ENG102 and IDS101 may only be repeated one time. Courses in the major failed twice may only be repeated with approval of the appropriate chair.

Auditing Policy
Students may attend or audit classes not included in the student’s particular program. If auditing, students do not take exams and do not earn a grade or credit. Permission to audit a class may be obtained from the professor and approval of the Registrar.

Non-Degree / Non-Program
Students may be accepted without declaring a specific major in order to fulfill admissions requirements, enhance job skills, or pursue educational enrichment. Students may take up to 13 credits before declaring a major, at which time an application for admission into a degree program must be submitted to the admissions office. Students will be required to take a FOCUS evaluation that will assist them in determining their career path. All students must declare a major prior to receiving financial aid.

Name and Address Change
In order to keep our student records updated, the College asks for student to notify the Office of Records and Registration of any name and/or address changes. Students should review the directions for the requirement of certain official and, at times, notarized documents. Students should contact the Office of Records and Registration for any questions in completing such forms and any required documents associated with it.
Transcripts
Transcripts are prepared by the Office of Records and Registration. Orders for transcripts can be placed online through the National Student Clearinghouse. Go to Central Penn’s website at centralpenn.edu/transcripts and follow the instructions for ordering.