CENTRAL BAPTIST COLLEGE

Procedure for FALL 2012 Registration

REGISTRATION
Currently enrolled & former students  April 9-27 and August 13-14
New Students  April 20, June 14, 21, July 19, 26
Transfer Students  August 2

FEE PAYMENT
August 13 – 17  See next page (Schedule of Classes) for detail dates and time.

CLASSES BEGIN AUGUST 20, 2012

In order for a student to be officially registered for Fall 2012 classes the student must complete ALL the following steps:

☐ New students admissions file must be complete.
☐ See assigned academic advisor to complete course schedule and register your courses.
☐ Clear with the Dean of Students.
  1. Complete either the Housing Application & Contract and submit the required deposit OR complete the Off Campus Housing form.
  2. Have student ID made
☐ Clear with the Financial Aid Office.
  (ONLY IF APPLYING FOR and/or RECEIVING FINANCIAL AID OR INSTITUTIONAL SCHOLARSHIPS)
☐ Clear with the Business Office.
  A student’s full balance must be paid or payment arrangements made before 4:00 pm on Friday, August 17. If a student’s balance has not been paid in full or payment arrangements made, the student’s courses will be dropped, and he/she will have to re-register during the late registration period and pay a late registration fee of $200.
  NOTE: Parking decals are available in the Business Office.
☐ Students must be registered for courses before they move in the residence halls.
☐ Pick up course schedule in JC101 when all the above mentioned steps have been completed. (Or print your own from CBC’s website – www.cbc.edu)

STUDENTS ARE NOT OFFICIALLY REGISTERED FOR COURSES UNTIL ALL STEPS OF THE REGISTRATION PROCESS HAVE BEEN COMPLETED.

POLICY REGARDING INSTITUTIONAL AID

• The deadline to apply institutional aid to a student’s account for the Fall 2012 semester is the late registration deadline, Monday, August 20, 4:00 pm.
• NO INSTITUTIONAL AID WILL BE APPLIED TO A STUDENT’S ACCOUNT AFTER THIS DEADLINE.
• Institutional aid includes, but is not limited to, academic scholarships, athletic scholarships, music scholarships, transfer scholarships, and minister’s discount.
• It is the STUDENT’S RESPONSIBILITY to verify with financial aid that all necessary paperwork has been received in order for institutional aid to be applied to his/her account.
Privacy Act: Notification of privacy rights under the Family Education Rights and Privacy Act 

General Education Provisions Act, Sec. 438, Public Law 90-247, Title IV, as Amended

I. Subject to limitations specified in the act, eligible students are assured the following rights pertaining to their educational rights:
   A. The right to inspect and review their records, to request reasonable explanations and interpretations of them, and to obtain copies of them
   B. The right to seek correction of the records through a request to amend them or through a formal hearing
   C. The right to control the disclosure of directory information. If students wish to limit access to their directory information, they should contact the registrar.
   D. The right to file complaints with the Family Policy Compliance Office.

II. The following information about eligible students will be treated as directory information and be subject to release:
   A. Name, address, telephone listings, date and place of birth, campus e-mail address, photograph
   B. Major, classification, current enrollment, dates of attendance, awards, degrees, honors, graduation dates, previous institutions attended
   C. Participation in officially recognized activities and sports, vital statistics of athletic team members

III. Questions regarding records or the release of records may be directed to the Registrar’s Office.
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**MATH DEPARTMENT - All Algebra courses require a lab (except ONLINE).**

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**MUSIC & FINE ARTS DEPARTMENT**

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**SOCIAL SCIENCE DEPARTMENT**

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POS 1300-01 | Intro to Political Science | 10:50 - 12:05 TTh | CC KB107 | Raines |

**ONLINE COURSES**

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## FINAL EXAMINATION SCHEDULE
### Fall 2012
### December 10-13

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