HERITAGE CHRISTIAN COLLEGE

STUDENT REGISTRATION POLICY

Approved/ Effective date: AUGUST 2021
Reviewed version: V1

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority:	Academic Board
Advisory Committee to Approval Authority	Examination Committee
Policy Adoption and Review version	Version 1 (V1)
Developed/ Reviewed by:	Examination Committee
Administrator	Assistant Registrar Academics
Date of Approval	August 2021
Next Review Date	August 2023

Signed by: _____   _____

Chairman of Examination Committee   Date

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GENERAL OVERVIEW OF POLICY

1.1 PURPOSE

The purpose of the Registration Policy is to outline the registration process for all HCC students.

1.2 SCOPE
This policy applies to all HCC students.

POLICY STATEMENTS

2.0 COURSE REGISTRATION

2.1 To be eligible to register for courses, students must be admitted to a program of study.

2.2 Students must have paid 50% of the semester fees by the deadline published in the Key dates to maintain their course and/or program registration.

2.3 Students may not attend lectures for courses for which they have not registered.

2.4 Students may not register for courses in which scheduled lecture times overlap in full or in part.

2.5 Students are encouraged to consult their Academic Advisor and or HoDs before registering.

2.6 Deadlines and procedures for registration are published each semester.

2.7 A student with referrals in the semester may first register the current semester courses before registering for the referred courses up to the maximum credits for the semester. However, if the student has more than four trails per semester then the student will be made to repeat the semester.

2.8 The maximum credit hours available for students to register for the semester is 24 credit hours

2.9 A student cannot progress to higher level with four or more referred courses. Such a student must register and pass all referred courses before progression to next level.

3.0 EXAMS REGISTRATION

3.1 To be eligible to write exams, student must register for the exams.

3.2 Deadlines and procedures for exams registration are published each semester.

3.3 Students must have paid 80% of the semester fees by the deadline published in the Key dates to register for the exams.

4.0 Late Registration

4.1 Students who do not register for the course registration at the beginning of the semester will be given the opportunity to register for the courses before the examination registration period.

4.2 Deadlines and procedures for late registration are published each semester

4.3 Students will need to have paid 50% of the semester fees by the deadline published in the key dates to register in the late registration period

4.4 A penalty of one hundred cedis (GHs100) will be charged for late registration

4.5 Students who do not register during the first registration window at the beginning of the semester nor during the late registration window will be charged an extra penalty of two hundred cedis (GHs200) for no registration during the semester.