

# Registration Policies

## PLANNING A SCHEDULE

Students may plan their schedule by consulting their advisor, their progress sheet, and the standard curriculum sequencing. Students must consider:

- Any prerequisites
- The level of the course
- The availability of the course
- The format of the course

## Course Load

The standard semester course load is:

- Onsite student: 15 credits
- Online student: 12 credits

## Course Order

In their first two semesters, students enroll in biblical studies and general studies courses. Students begin their professional studies courses in their second year.

Students should aim to take at least one course from each division (biblical, general, and professional) every semester. Courses should be taken in the order listed for the program, as noted in the student's progress sheet.

## PRE-REGISTRATION

Students create their schedules for the upcoming term through preregistration. First-time, transfer and reactivating onsite students will be assigned an initial schedule depending on their academic records. Onsite students should contact the registrar to confirm or change their initial schedule. A student who first enrolls in the second semester will not be allowed to enroll in classes for which the first semester's work is prerequisite without permission of the instructor.

Pre-registration for returning onsite students occurs at the end of the previous semester and is opened in stages based on grade level so that upperclassmen may have first access to courses. Returning students must visit the registrar to pre-register. Returning online students pre-register by emailing the Online Advisor.

## REGISTRATION

A student officially enrolls at registration. Once a student has signed their enrollment agreement, the student is official, is responsible for all charges, and is subject to all policies at CCCB.

New students must have all documents needed for enrollment submitted before they register. Returning students must have any previous balance paid before they may register.

In order to attend classes, a student's bill is to be paid in full by the Monday following registration week. The following exceptions will be honored:

- If a student has completed the process for federal student aid, CCCB will require only that the student pay the obligation that will remain after application of this aid and any internal aid. Completion of the federal student aid process includes completing all forms required to receive the aid, including, but not limited to, the [FAFSA](#), satisfying the requirements of verification, and loan documents (if applicable).
- CCCB may consider non-federal awards (from churches, service clubs, or other promised awards) and decrease the payment required prior to attending classes by the amount of such awards only if CCCB receives written notice stating the award name, sponsor, amount, date of disbursement, and notice of no award restrictions.
- A signed payment plan is in place, and payments are current on that plan. However, if the student terminates the plan or defaults on the plan, full payment is due immediately.

If CCCB determines that the student's financial aid will not be available by the paid-in-full deadline, the student shall be notified by email of the remaining obligation. The student shall have seven days from the date of notification to settle the remaining obligation. Nonpayment will result in the student's exit from CCCB.

## Moberly and Extension Campus Registration

New students may register on several occasions throughout the summer, including during orientation weekend, and students are assigned a registration time by the student development office.

Registration for returning students may register during the designated registration period during each semester and summer. Returning students are responsible for arranging their registration times and completing registration by the deadline.

## Online Registration

New online students must have completed the registration process one week before the beginning of the related orientation session. New online students who have not paid for the current session or do not have financial aid in place seven days before the start of the orientation class will be dropped from the class and may start the online program during the next session, assuming payment has been received or financial aid is in place.

All returning online students must have the appropriate registration materials completed three weeks before the first day of the course. Students are to make a payment at least seven days before the first day of the course (or have adequate financial aid in place) in order to remain registered for the class.

Students will be granted access to their current session courses upon completion of all enrollment requirements, including payment for the session/semester. If the student has not paid for the session/semester, or does not have adequate financial aid in place by the end of the [grace period](#), the courses for the current session will be removed from their schedule.

## Late Registration

Once official registration closes for a term, any registration completed after that time is a late registration. Students who register late are charged a late registration fee and are responsible for any work missed. No student shall be allowed to register after the [grace period](#). Exceptions may be made by the registrar in rare cases involving uncontrollable circumstances.

## Non-Attendance of Courses

Students who pre-register for a course, sign their enrollment agreement, and do not begin the class will be charged the exit fee (<https://cccb.edu/admissions-aid/costs>\*) Online students who do not begin the Orientation class will be dropped from all remaining courses and will be charged the exit fee. Students are expected to inform the registrar if they decide not to attend.

# SCHEDULE CHANGES

Students must submit a schedule change form to the registrar who approves all schedule changes.

## Adding a Course

A student may add a course, subject to availability, until the end of the [grace period](#). Students are responsible for missed work.

## Section Changes

Students may change from one section of the same course to another section during the first three weeks of the semester, but only under the following conditions:

- Open seats must be available in the other section.
- The professors must approve the change.
- Absences accrued in one section are transferred to the other section.

## Dropping a Course

A course is considered dropped if it is done during the [grace period](#). It will not appear on the student's transcript and will not count as a course attempted in financial aid calculations. Any fees attached to a course will be refunded, and any institutional aid will be reduced to match the student's enrollment status.

## Withdrawing From a Course

A course is considered withdrawn if it is done after the [grace period](#) and before the withdraw deadline. A withdrawn course will remain on the student's transcript with a grade of "W"; it does not affect the student's GPA but will affect the student's completion rate. The student will not receive any refund of any charge, nor will any institutional aid be reduced.

Withdrawing from a course after the withdraw deadline is equivalent to failing the course. The student receives an "F" for the course and does not receive any refunds or reduced aid.

## Audit-to-Credit or Credit-to-Audit

If a student has been doing the coursework for an audited course, the student may choose to change the course registration from audit to credit by midterm. The student will then be responsible to pay tuition for the course. A student may choose to change the course from credit to audit within the [grace period](#) or may do so up to midterm with the understanding the student will not be refunded any tuition for the class.

# TEXTBOOK LENDING PROGRAM

CCCB understands that textbooks can be a large expense for students. Students may elect to participate in the textbook lending program each semester. By participating in this program, the student receives required textbooks for their courses provided by CCCB. Books for partnership program courses, some workbooks, and other materials that are student specific will not be part of the program.

Textbooks are lent to the student for the period of one semester. If, at any time during the semester, the student decides they would like to own their borrowed textbook, the book is damaged, or not returned by the ascribed due date, the student will be charged 70% of retail cost of the book.

Students may write and highlight in their borrowed textbooks. Damage includes, but is not limited to, broken bindings, missing or torn pages, water damage, or anything that renders the book unable to be used in the future.

Failure to return borrowed textbooks by the deadline will result in a nonrefundable fine of \$25. This rental fine, plus 70% of the retail cost of each book, will be added to the student's account and must be paid before they may enroll in the next semester. Students may appeal these charges up to one month after notification.

## Textbooks for Moberly Campus

For onsite students, textbooks may only be returned during the week of finals. All textbooks must be returned by 5 p.m. on the last day of finals. It is the student's responsibility to make sure their books are returned during this time frame. Any textbooks left in the lobby of the Reese Resource Center, the library, the library drop box, dormitory rooms or lobbies, or any other area of campus other than the bookstore, will not be processed until after 5 p.m. on the last day of finals and will incur a fine.

## Textbooks for Online Students and Extension Site Students

CCCB will provide shipping of the textbooks to online and extension site students. The cost of returning the books is the responsibility of the student. A trackable method through the postal service or UPS is recommended.

All textbooks for these students must be returned postmarked by 5 p.m. on the last day of finals. It is the student's responsibility to make sure their books are postmarked by 5 p.m. on the last day of finals. This date will be provided each semester.

# REGISTERING FOR NON-STANDARD COURSES

## Supervised Ministry Experience (SME)

The Supervised Ministry Experience is fulfilled by completing CCT 250 Vocational Preparation and SME 301 Supervised Ministry Experience. Transfer Students must attend CCCB at least one semester before enrolling in CCT 250. Students in the Christian Counseling Program may need to enroll in CCT 200 and the section(s) of SME if their standing is Sophomore or higher.

The Christian Counseling Program has a unique SME process allowing students to learn about and gain experience in varying areas in the counseling field. The Counseling SME is spread across six semesters in which students will be assigned to a pre-arranged site by the Counseling SME supervisor and will be required to complete 50 hours each semester. Some of these experiences will conclude with the earning of certifications increasing the student's employability prior to and after graduation.

## Christian Leadership Apprenticeship (CLA)

The CLA for BRS students is fulfilled by completing the CCT 250 Vocational Preparation and CLA 303 Christian Leadership Apprenticeship.

## Independent Studies

Registering for an independent study course requires the approval of both the instructor and the registrar. Students must have a CGPA of at least 2.50 in order to request an independent study. If approved, students must pay an independent study fee. Independent study request forms are available in the academic services office.

Students are limited to one independent study course for each area of study (biblical, professional, general) and to a total of three such courses in a program. Independent study courses must be completed by the end of the registered semester. A student who does not successfully complete an independent study will not be allowed to register for a different independent study course.

Independent study courses apply to a student's maximum credits attempted in a semester.

## Summer Courses

Students may take up to 9 credit hours during the summer months. Students wishing to take more than 9 credit hours must receive approval from the registrar. Students may register for summer courses during the spring semester and up to a week before the courses begin. For an independent study, the student may start as early as the week after commencement and end as late as the day before the fall semester begins, however, they may not be registered until payment is made through personal funds or financial aid.

## Auditing a Course

As space is available, students may audit a course for no credit according to the following conditions:

- Current students must have a GPA of 2.50 and either be a Junior level or above or a BRS student.
- Students must pay an audit fee and any lab fees for the course.
- Students must attend all classes. Excessive absences will result in the course being administratively dropped from the schedule.
- There are no refunds for dropping an audit course, even within the [grace period](#).

Employees who are approved by their supervisor and complete applicable paperwork can audit any course for free.

# REGISTRATION FOR NON-PROGRAM STUDENTS

## Dual-Enrollment Students

Dual-enrolled students will be charged the non-degree tuition rate for the first 15 hours of credit taken at CCCB, and will be charged the regular tuition rate (<https://cccb.edu/admissions-aid/costs>) (for additional credit hours. They will also be charged the non-degree seeking fee (<https://cccb.edu/admissions-aid/costs>) each term they enroll at CCCB.

A student at another college who wishes to earn a 15-hour certificate from CCCB may do so and continue to pay the non-degree tuition rate as long as they continue to be enrolled as a full-time student at their home institution. If they decide to pursue a higher degree or a certificate from CCCB, they will be charged the regular tuition rate once they are enrolled as a degree-seeking student at CCCB.

## Concurrent High School Students

There are two categories by which [high school students](#) can enroll:

- Earn up to 60 credits (onsite or online) while enrolled in high school toward an [Associate of Biblical Studies degree](#)
- [Non-degree seeking](#) while enrolled in high school

Neither of the categories of students are eligible for federal or institutional aid, and are charged the non-degree tuition rate (<https://cccb.edu/admissions-aid/costs>) up to 15 hours of college credit. They are also charged the non-degree seeking fee (<https://cccb.edu/admissions-aid/costs>) each semester they enroll at CCCB.

## Non-Degree Students

Students who are not seeking a degree may enroll in courses as space is available. The course may apply to a CCCB certificate or degree in the future.

Non-degree students may register within one month of the first week of the semester, as space is available. They are charged the non-degree tuition rate and non-degree student fee ( <https://cccb.edu/admissions-aid/costs>) but are not eligible for federal aid. Non-degree students do not have to meet chapel or Christian service requirements.

## Constituent Students

The purpose of the constituent student program is to equip CCCB alumni and professional ministers, including other church leaders, to continue their education, strengthen ministry skills, to advance and enhance servant leadership in the church. Constituent students include:

- An alumni student: Alumnus who have already completed a bachelor's degree may take one onsite course per semester for continuing education & ministry training at no cost, if space is available.
- A professional minister: A minister and his or her spouse may take one onsite course per semester for continued ministry training at no cost, if space is available.