**Important Registration Information**

You must have earned a passing grade for all pre-requisite courses or you will not be allowed to register for the next sequential course. In addition to meeting the official admissions/registration requirements, you must select a program of study. For certain career programs you must complete an official Program Admission Form which may be obtained from the Campus Academic Officer or the campus Admissions Office after completing all course pre-/co-requisites.

You are officially registered when the registration staff enters your classes or you click the submit button on Web-Gate. You are then responsible for all tuition and fees incurred including the non-refundable registration fee.

You are to pay at least 65% of your tuition at the time of registration. You must officially withdraw from your class(es) within the refund period to be eligible for any refund. The unpaid balance of tuition and fees is still due when you drop a course after the refund period ends. Therefore, any course dropped after the 50% refund must be paid in full.

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**Part-of-Term 1**

<table>
<thead>
<tr>
<th>Part of Term</th>
<th># of Weeks</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>1/21/20</td>
<td>5/11/20</td>
</tr>
<tr>
<td>2</td>
<td>7.5</td>
<td>1/21/20</td>
<td>3/11/20</td>
</tr>
<tr>
<td>3</td>
<td>7.5</td>
<td>3/12/20</td>
<td>5/11/20</td>
</tr>
<tr>
<td>4</td>
<td>13</td>
<td>2/4/20</td>
<td>5/11/20</td>
</tr>
</tbody>
</table>

**Part-of-Term 2**

**Part-of-Term 3**

**Part-of-Term 4**

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**Note:** All grades are due 48 hours after the class ends. Please refer to chart on page 9 for important Refund dates.

Academic advising is available throughout the year. All students are encouraged to see an advisor prior to class registration.

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**COLELLGE CALENDAR**

**SPRING 2020**

**REGISTRATION HOURS**

November 4, 2019 – January 21, 2020

Monday - Thursday ........................................8:30 a.m. – 7:00 p.m.
Friday ..........................................................8:30 a.m. – 4:30 p.m.
Saturdays, January 4 and 11 ...............................9:00 a.m. – 3:00 p.m.