

REGISTRATION REQUIREMENTS AND PROCEDURES

Registration procedures are coordinated through the registrar's office. Registration is completed online, and students are responsible for registering for any academic semester in which they want to enroll. This procedure includes completing requests for information, selecting courses, and paying tuition.

Preparing for Registration

Returning students must ensure that all obligations have been met. These include financial accounts, library fines, housing rent or fees, and Practical Missions responsibilities remaining from the previous semester.

Registration for Classes

Currently enrolled students may register for the following semester during the designated registration period. Degree Audit Worksheets, schedules, and registration instructions are available on the College website, <https://midamericacollege.com/registrar/> (<https://collegeatmidamerica.com/registrar/>).

Students who do not register during the designated registration period, must register on late registration day by setting up an appointment with the registrar and business offices (see the academic calendar (<https://collegeatmidamerica.com/academic-calendar/>)). In addition to selecting their courses, they must finalize all registration requirements, including the payment of tuition for the previous semester, payment of the \$100 late fee, as well as payment arrangements for the current semester.

New Student Orientation

New Student Orientation is held on-campus before the start of each semester for all new students. It is designed to give an informative and enlightening overview of life at Mid-America. Students are introduced to the different departments of the College and their designated functions. Contact the Student Life office for information concerning dates and times of New Student Orientation.

Late Registration Day

During the regular academic year, late registration day is scheduled on the Monday before classes begin for each semester. If that specific Monday happens to be a holiday and the College is closed, registration will be the preceding Friday. Registration on this day will be done by appointment only. The appointments are made through the registrar and business offices. Students must finalize all official matters and verify courses on registration day. See the academic calendar (<https://collegeatmidamerica.com/academic-calendar/>) to verify the specific dates of registration.

Late Registration Fee

Late registration will result in an additional fee of \$100.00 and is by appointment only. This fee may be waived for those that make an appointment before the end of the registration period. Payment of tuition is considered part of registration and must be made by the deadline or during a late registration appointment. Nelnet will not be available after registration closes.

Student Identification Cards

Student identification cards are produced for on-campus students (excluding audit students) during orientation. Student identification cards are used to access the building and various areas within the building; these cards also function as a library card.

Adding and Dropping Courses after Registration

Before the first day of class, courses may be added and dropped by contacting the registrar. No additional fee is assessed for adding and dropping courses before the first day of class. Tuition is non-refundable after classes have begun.

After registration ends, courses may be added and dropped through the registrar only by email. Courses may not be added after the fourth class session of any semester. Courses must be dropped before the 12th class session of the semester in order to be recorded as WP (Withdraw Passing) on the student's official transcript and will not be factored into the student's GPA. Any course dropped after the twelfth class session will be recorded as WF (Withdraw Failure) on the student's transcript and will be factored into the student's GPA as a 0.00. The GPA points may be replaced by a higher grade if the student retakes the course. In emergency cases beyond the student's control, the faculty may be petitioned to grant an exception.