

# AP 253 – REGISTRATION AND ENROLLMENT

**Associated Board Policy:** 253.00 - Registration and Enrollment

**Procedure Owner:** Director of Student Enrollment and Success

**Related Procedures:** AP 462 - Assessment and Placement

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## I. Procedure Scope and Purpose

This procedure outlines the process for enrolling students in Cowley College classes. The procedure ensures that enrollment decisions support student success and align with institutional and regulatory standards.

## II. Definitions

General Students: Students who are seeking a degree from Cowley College or who plan to transfer, generally classified as New, Returning, or Transfer students

Guest Student / Non-Degree Seeking: Students of other colleges and universities and other applicants not seeking a degree from Cowley College.

High School Students: A student in high school who is simultaneously enrolled in both high school and college-level courses.

International Students: A foreign national who enters the United States temporarily to pursue a specific course of study at an accredited institution, typically under an F-1 or M-1 visa.

Ability to Benefit Student: Criteria used to determine whether a student can benefit from college-level coursework.

## III. Procedure

Students should meet with an admissions' representative who will help with paperwork, assessment testing, degree planning, and enrollment.

Enrollment requirements include:

### A. General Students

1. Identity verification. Students must provide valid, government-issued photo identification to verify identity prior to enrollment.
2. Verification of high school graduation or GED certificate. Students must provide an official high school transcript or GED to the Registrar's Office. Unofficial transcripts can be used for initial enrollment.
3. Transcripts from all colleges previously attended if an athlete or JST Transcript if military utilizing VA benefits. The registrar's office will only accept transcripts that are sent directly from the previous institution(s). Transcripts that are hand carried or mailed from a student will not be accepted.
4. Demonstrates the ability to benefit from college level courses through assessment scores (per AP 462 – Assessment and Placement), ACT scores

### B. Guest / Non-degree seeking students

1. Must provide unofficial transcripts, if required, for course placement.
2. International guest students must provide a letter from their home institution.

3. Can enroll in a maximum of 12 credit hours under this classification.

**C. Dual-Enrolled High School Students**

1. Must have met all the requirements for high school dual enrollment. Must have a signed Dual Enrollment Paperwork (high school permission) form for each semester of enrollment.

**D. International Students**

1. Must have met all the requirements for international admittance. International students must maintain their USCIS visa requirements during their stay at Cowley College.
2. Guest students must provide a letter from their home institution prior to enrolling.
3. Students taking classes in their home country must meet either guest student or general student enrollment criteria. Transcripts not from English countries will need to be officially translated. Students can also provide English proficiency scores.

**E. Ability to Benefit**

1. Students who meet the ability to benefit guidelines, according to AP 462 – Assessment and Placement, will be enrolled in courses that will support their academic success in the selected pathway.
2. Students who do not meet the ability to benefit guidelines, according to AP 462 – Assessment and Placement, can be enrolled in a maximum of 13 credit hours, focusing on essential skills courses.

Students are required to follow all college policies to maintain continuous enrollment at Cowley College.

**IV. Effective Date(s)**

This procedure first became effective: April 7, 2026

**V. Signature and Title**

This procedure is implemented by: *Stefani Jones*

Title: Director of Student Enrollment and Success