

Registration Guidelines

Cancellation of Enrollment Before the Term Begins

Students who are not able to attend NMJC when planned, but who have registered for classes, must drop all classes through the online registration system in the T-Bird Web Portal or drop in person at the Registrar's Office before the beginning of the term. If a class is cancelled, enrolled students will be notified and arrangements made to enroll the student in another class prior to the beginning of the semester. If classes are not added, the student's bill will be adjusted to reflect the reduction in registered credit hours.

Course Adding / Dropping—Schedule Changes

Students are encouraged to secure advisor approval for all schedule changes. Students may drop a class and receive a refund through the first five days of each regular fall or spring semester, the first three days of an eight- week session, and the first two days of a four or five-week session. Classes dropped during these time periods will not appear on a student's permanent record. Specific add / drop deadlines are listed in the [Academic Calendar](#) of the NMJC website.

Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class(es) by the deadline listed in the [Academic Calendar](#). Students may use the T-Bird Web Portal in order to change their schedule or they may fill out and sign an official add / drop form and submit it to the Registrar's Office. Notifying the instructor, an advisor, or simply not attending class is not sufficient to ensure that students are dropped from class.

Withdrawing a Class

Within the parameters of the calendar in effect, students may withdraw from a course after the drop period has ended, and before the deadline listed in the Academic Calendar. Students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-Bird Web Portal or submit a signed official withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for nonattendance. The final deadline to drop or withdraw for each semester or term is printed in the [Academic Calendar](#) of the NMJC website.

A student who complies with policies to withdraw a class will receive a grade of "W," and this will be recorded on the student's permanent record, but will not be used in the calculation of the student's semester or cumulative grade point average. However, withdrawing courses may affect current or future financial aid, and students receiving financial aid should contact the Financial Aid Office to discuss the impact of dropping or withdrawing.

Course Load

The normal course load each semester is 12 to 18 credit hours. The typical credit class load for a student expecting to graduate in two years is 15 credit hours per semester. NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the Vice President for Instruction or dean.

NMJC will limit the maximum student load to 12 credit hours or less if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less at another institution may petition the appropriate dean for permission to register for an overload based on superior academic achievement. The maximum credit hour load for summer or short sessions is 14 credit hours. Students may petition for permission to register for an overload.

Repeating a Course

The College recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation.

There will be no limitations on course grades that are eligible for repeat. "Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. All repeat courses will carry the notation "E" or "I" directly beside the course grade on the transcript. "E" means excluded from GPA calculation and "I" means included in GPA calculation. All previous grades in a given course will also appear on the student's transcript.

Grade Options

NMJC has the following grading options (grade modes). These options are not available for all classes. Refer to the course description for grade mode restrictions.

Grades at NMJC distinguish between levels of student achievement. They represent, in abbreviated form, the instructor's judgment of the student's academic performance. In addition, they provide a basis for certifying completion of all degree requirements. They may serve as predictors of future performance in academic study. The grades approved for use at NMJC are as follows:

A = Superior achievement	I = Incomplete	CR = Credit
B = High achievement	S = Satisfactory	NC = No Credit
C = Average achievement	U = Unsatisfactory	AU = Audit
D = Minimal achievement	P = Pass	
F = Failure to achieve	W = Withdrawn class or withdrawal from the College	

Only grades of A, B, C, D, U and F are included in computing grade point average (GPA): A = 4; B = 3; C = 2; D = 1; F = 0. The grade of U is calculated as an F grade. Courses taken for audit will appear on the student's transcript as AU with no credits recorded and no grades assigned. Courses taken for audit cannot be used to meet a course pre- or corequisite.

NC (No Credit): In courses taken for CR / NC, students who do not satisfactorily complete minimum course requirements will receive NC. A grade of NC is not computed in the GPA and the student will not receive credit for the course.

Note: Some schools, scholarships and honorary societies do not accept the P / F, S / U, CR / NC grading system and / or convert grades of S or P. Students planning to transfer to another institution should talk to an academic advisor at that institution about possible consequences of S / U or P / F grades.

Incomplete Grade Assignment and Removal

A grade of "I" (incomplete) is given when circumstances beyond the student's control have prevented completion of the work for a course within the official dates of a term. In no case is an "I" to be used to avoid a failing grade or to allow extra time to complete work normally expected. Removal of an "I" grade can only be accomplished by completing the work in a manner acceptable to the instructor. An Incomplete Grade Contract must be signed by the student and instructor and filed with the Registrar's Office.

Prerequisites & Corequisite

Prerequisites and corequisites are listed in course descriptions and are subject to change with each new catalog. It is the student's responsibility to meet the prerequisites and / or corequisites in effect for the term in which a course is taken, regardless of the catalog under which the student entered or will graduate. Students may be stopped from enrolling or may be dis-enrolled if prerequisites or co-requisites are not met.

Prerequisite: A prerequisite is a requirement that must be successfully completed before a student may enroll in a course. Prerequisites are based on the essential skills or competencies to be successful in the next level course.

Corequisite: A corequisite is a course that is either recommended or required to be taken in combination with another course.

Wait Lists

Once a course has reached the maximum enrollment, students are given the option to be placed on a limited size wait list. This option must be chosen at the time of registration. The wait listed course cannot conflict with other courses in the student's registration schedule. Being on a wait list does not mean the student is registered in the course. Once space becomes available in a class, wait listed students will be offered a position in the class based on the student's position on the wait list. Students will be notified via e-mail of the opportunity to enroll in the class. Students will have 24 hours to enroll themselves into the class before being removed from the waitlist and the class offered to the next person in line.