

NORTHWEST FLORIDA STATE COLLEGE  
**APPENDIX F**

**GUIDELINES FOR OFF-CAMPUS REGISTRATIONS**

The following guidelines are in place at Northwest Florida State College for registering students and collecting fees for classes scheduled for locations other than on the Niceville campus or at one of the college centers. (Off-campus class locations include area public school centers, other public agencies, private conference centers, business work sites, etc.) The responsibility for admissions and registration of students rests with the Registrar, and such duties are administered by personnel in the central Registrar's Office or by other college personnel authorized to act as agents for the Registrar. Collection of fees is the responsibility of the Comptroller, and all monies are collected by personnel in the Comptroller's Office or college personnel authorized to act as agents for the Comptroller. Strict accounting controls assure timely processing and receipt of all monies paid to the College.

**Registration of Students**

Students in all classes provide admissions and registration data as required by the college and the State Department of Education. All registration forms are submitted directly to College personnel 1) at the class site, 2) at any one of the college centers including the Registrar's Office on campus, 3) by mailing to the Registrar, 4) by third party agencies delivered either directly to the Registrar, to a college center, or to the class coordinator responsible for offering the class. Classes are not authorized to begin until approved minimum enrollments are received by the College. Therefore, mail-in registrations and those that are received via third party agencies (HRS, Vocational Rehab, etc.), must be received by the College prior to the beginning of the class. Students may register for on-campus and off-campus classes at the same time and using the same forms as are used for on-campus classes. All registration information becomes part of the same file for generating reports.

Admissions and registration data for all students are processed into the central computer via a terminal at one of the centers or on the Niceville campus by a regular college employee authorized to accomplish such tasks.

**Controls for Collecting and Depositing Money.**

The duties of registering students and collecting money are separated whenever possible. When such separation is not feasible, follow-up checks are performed by class coordinators to assure that the actual students attending are in agreement with the computer generated class roll. The department chair or division director responsible for offering off-campus classes is responsible for assuring the implementation of one of the following alternate approaches before allowing the class to continue: (1) one person receives admissions/registrations forms and a second person receives the money, (2) one person receives admissions, registrations, and monies with a second person cross-checking enrollments and attendance in the class based on official class rolls issued from the computer center (based on class rolls generated from the registrations and fees collected), (3) for third parties or agencies with which the College has written authorization to bill, registrations are received by one person with no money being collected.

When registrations are received by a teacher or College representative at an off-campus site and cash is involved, the person receiving the money will acknowledge a receipt of fees by signature and date received in the spaces provided on the standard two-part

registration form; thus enabling the Comptroller's Office to cross check the fees received with the actual registration document. All fees collected and related registration documents must be submitted to the Niceville campus or to one of the college centers for processing into the central computer by the end of the work day on which the class begins or no later than the end of the next business day (if classes start after the close of a standard business day).

### **Waiving of Fees**

Any waiver of fees is in strict accordance with guidelines specified in State Board of Education Rules.

### **Placement Testing**

For Adult Basic Education classes, required tests are administered by teachers at the classroom site during the first class meeting. For credit classes, they are administered on-site prior to registration as coordinated by the college test administrator.

### **Timely Processing of Registration Forms**

As indicated under controls for collecting monies, all registration forms must be received on the same day that classes begin or not later than the end of the next business day. Adult Basic Education registrations are picked up by one person from each site within the college district. ABE registration forms where no money is involved are received by the Registrar's Office or one of the college centers for processing within seven calendar days. ABE registrations where money is involved are received by the Registrar's Office or one of the college centers no later than the next business day after the beginning date of the class.

### **Controls to Prevent Duplicate Enrollments**

Computer controls are in place when registration forms are processed to preclude duplicate enrollments.

### **Registration of Handicapped Students**

College personnel assist students with specific physical impairments or other handicap conditions with the processing of admissions, registration, and program planning forms. Students are required to sign both the admission and registration form; if the handicap makes it impossible for students to sign, they may make a mark witnessed by the College representative. If a student is registered by another person, the student's name is signed and initialled by that person.

### **Classification of Courses Offered Off-campus**

All courses offered by Northwest Florida State College, regardless of location, are in the approved computerized catalog master file. Approvals of such courses are processed via department/division heads through the appropriate dean to the Curriculum Committee and are then added to the catalog master file. Approved courses are coded according to guidelines

The above procedures relating to courses offered off-campus at Northwest Florida State College represent a general summary of procedures followed by offices of the Registrar, Comptroller, Division Directors, and

Department Chairs, and others as appropriate in assuring that registrations, monies, testing, and the general flow of such materials are handled as expeditiously as possible. Every attempt is made to assure that the College maintains adequate controls while continuing to provide the needed services for the community in as flexible fashion as possible.

3/20/90