

REGISTRATION PROCEDURE

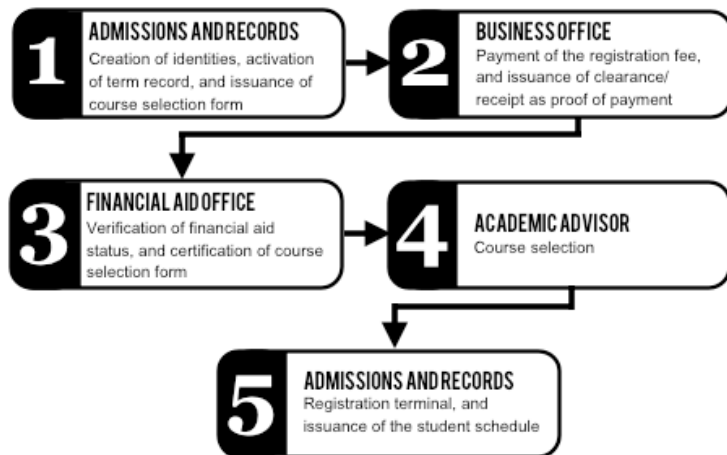


Figure 1.0. The five-stage registration procedure.

Adding and Dropping of Courses

Students may add or drop classes without financial or academic penalty during the add/drop period (see *Academic Calendars*) by completing and submitting to the Office of Admissions, Records and Retention (OARR) the add/drop form. This form may also be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/add_drop.pdf.

Students who fail (a) to officially-add a course will not receive credit for the course, and (b) to official-drop a course will be charged the full amount for the course.

Figure 3.0. The add/drop form. This form may also be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/add_drop.pdf.

Steps for Adding and Dropping Courses

1. Get Add/Drop from OARR. Form may also be downloaded from OARR's webpage (see Figure 3.0).
2. Complete the Add/Drop form, and get your academic advisor's approval.
3. Submit to OARR the completed and academic advisor approved Add/Drop form.
4. Request a copy from OARR of your new Student Schedule.



Students can view their academic records through their myShark Student Portal
<http://www.comfsm.fm/myShark/1.20/>

ACADEMIC FREEDOM POLICY

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. This principle asserts that: each student is entitled to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Student performance is evaluated solely on an academic basis (Approved by the COM-FSM Board of Regents, March 12-13, 2013).

Further information about this policy may be found from this URL: <http://www.comfsm.fm/publications/catalog-2012-2013/new-policies/Academic-Freedom-Policy-for-Students.pdf>

Fall 2013 Registration for New Students

August 9, 2013, 9:00 AM to 4:00 PM

Figure 2.0. The Course Selection form. This form is issued to students by OARR at Stage 1 of the Registration Procedure.

Withdrawing from a Course

Student Initiated

During the academic year, students can withdraw from individual courses after the add/drop period.

A grade of W will be assigned for course withdrawn before the last day to withdraw with a W ((see *Academic Calendars*). While the W grade is non-punitive and has no effect on the GPA, students may be responsible for a portion of the tuition and fees associated with the course.

However, a grade of F will be assigned for course withdrawn after the last day to withdraw with a W.

Figure 4.0. The Withdrawal Card used by students for withdrawing from a course. This form may also be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/withdrawal_card.pdf

Steps for Withdrawing from a Course

1. Get Withdrawal Card from OARR. Form may also be downloaded from OARR's webpage (see Figure 4.0).
2. Complete the Withdrawal Card, and get the approval of your academic advisor and course instructor.
3. Submit to OARR the completed and academic advisor approved Withdrawal Card.

Credit Loads

Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

Full-Time versus Part-Time Students

Full-time students are those who register for 12 or more credits in a regular semester or 6 credits in a summer session. On the other hand, Part-time students are those who register for less than 12 credits in a regular semester or less than six credits in a summer session.

Requesting Course Substitution

A student wishing permission to deviate in any way from his or her program requirements must secure (a) recommendation for a course substitution from his or her academic advisor, and (b) approval from the the Dean of Academic Programs and the Vice President of Instructional Affairs. Note well, however, that an approval of the course substitution has to be secured prior to registering for a course which he or she intends to use as substitute to a prescribed program requirement.

Figure 5.0. Course Substitution form.

Figure 6.0. Grade Change form.

COM-FSM E-mail Account

To apply for COM-FSM E-mail Account, contact your campus ICT staff.



Procedure

1. Get Course Substitution form from OARR. Form may also be downloaded from OARR's webpage (see Figure 5.0). The form may be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/course_substitution.pdf
2. Complete the Course Substitution form, and obtain your academic advisor's recommendation.
3. Obtain approval from the Dean of Academic Programs.
4. Obtain approval from the Vice President of Instructional Affairs.
5. Submit to Course Substitution form to OARR.

Grade Change

1. Get Grade Change form from OARR. Form may also be downloaded from OARR's webpage (see Figure 6.0). The form may be downloaded from <http://www.comfsm.fm/vpia/forms/student%20related%20forms/GradeChangeForm.pdf>
2. Request instructor concerned to complete the Grade Change form, and submit it to OARR.

Repeating a Course

Students may repeat a course in which a grade of D, F, or I was received. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated.

Incomplete Grades

It is the student's responsibility to clear the incomplete grade by midterm of the following semester. Student who has an incomplete grade from Spring semester have until midterm of the Fall semester to remove it.

If a student fails to make up an Incomplete grade by the midterm of the following semester, the "I" will be changed to an appropriate grade on the transcript.

For further inquiries, please see the Director of OARR, COM-FSM National Campus, Palikir, Pohnpei,

or call (691) 320-2480 extension 150, 136, and 171.

STATEMENT OF EQUAL OPPORTUNITY

The College of Micronesia-FSM complies with the Title VI of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to education programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 779.

The President's executive assistant acts as the authorized agent in matter concerning section 504 of the Rehabilitation Act of 1973. This notice is in compliance with Paragraph 84.8 of section 504 of the Rehabilitation Act of 1973.

Changing Major

1. Get Change of Major form from OARR. Form may also be downloaded from OARR's webpage (see Figure 7.0). The form may be downloaded from http://www.comfsm.fm/dev/oar/oar_forms/change_of_major.pdf
2. Complete the Change of Major form, and obtain your academic advisor's recommendation.
3. Submit to OARR the completed and academic advisor approved Change of Major form.

Figure 7.0. Change of Major form.

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act or the FERPA was enacted in 1974 by the U.S. Congress to ensure student's right to inspect their own records and have some control over the disclosure of their personal records.

FERPA states that personally identifiable information under the control of an educational institution can only be provided to that student or, in certain cases, the parents or legal guardians without prior consent. Once a student reaches the age of 18 or enters a postsecondary institution, a school is prohibited from disclosing to the parent without the student's consent. However, if the parent can demonstrate that the student is a financial dependent (via Internal Revenue Service) the institution may opt to disclose the information.

The College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.