



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

CMI POLICY NO. 330

Registration Policy

Status: Active

Effective Date: March 8, 2022

Approval Date: March 8, 2022

Steward: Vice President for Academic and Student Affairs

Approval Authority: Board of Regents

Policy Statement

CMI Students may register during the registration periods published in the official Academic Calendar. All students must be officially admitted and clear any holds prior to registering. While CMI personnel will provide assistance to students, course selection and fulfillment of registration requirements are ultimately the responsibility of the individual student.

Reason for the Policy

The purpose of the Registration Policy is to plan and organize the registration process for all CMI students.

Definitions

Add/Drop Period

A timeframe from the first day of instruction and defined in the academic calendar within which students may continue to add and drop classes without penalty or record on their transcript.

Withdraw

A course withdrawal defines a canceled registration without a refund, but will not result in academic sanction on the student record. Withdrawal and refund timelines are published in the College catalog.

Audit Student



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A student who registers to audit a course(s) will not be required to complete coursework, assignments and exams. No credit is given at any time for an audited course and is not included in Grade Point Average (GPA) calculation, and the symbol "AU " is recorded for the course on the student's transcript.

No Show

A student registered in a scheduled class who does not attend the first class and is absent from any subsequent class during the add/drop period without informing the instructor prior to their absence. When non-attendance is determined, the student is dropped from the course.

Reinstatement

A student who was reported as a No Show for not attending the first scheduled class and subsequent classes during the add/drop period and is seeking permission to add the class from which they were dropped.

Statements of Elaboration of Policy

First Day of Instruction – No Shows

If in the first week a student does not attend the first class and then subsequent classes during the add/drop period, the instructor has the right to remove students from the roster through the registrar via email. Students are responsible for ensuring that they are able to attend the first day of class and for contacting the instructor in case an emergency or other situation out of their control prevents them from attending.

- *Fall/Spring - Instructors may report no show student(s) until the last day of the add/drop period, which is listed in the official Academic Calendar. Students who are dropped during this period will be removed from the course without penalty and a 100% tuition refund. (Please refer to CMI refund policy published in the academic catalog)*
- *Summer - Instructors may report no show student(s) until the last day of the add/drop period, which is listed in the official Academic Calendar. Students who are dropped during this period will be removed from the course without penalty and a 100% tuition refund. (Please refer to CMI refund policy published in the academic catalog)*

Audit Registration

Auditing Classes



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Any student may audit CMI courses upon receiving approval from the instructor. International students wishing to audit courses must follow the CMI international student admissions guidelines. Permission to audit courses is granted after students registering for credit have been enrolled and spaces are available. Auditing laboratory science courses is generally not allowed. Auditors register and pay the non-refundable auditor fee. No credit is given at any time for an audited course, and the symbol "AU" is recorded for the course on the student's transcript.

Adding a Course

Courses may be added during the add/drop period listed on the official Academic Calendar.

Withdrawals Policy

Fall/Spring - students may drop course(s) until the last day of the add/drop period (listed on the official Academic Calendar) without penalty or a 100% refund. Course withdrawals during the week after the add/drop will result in removal from the course and no record on the student's transcript (please see the official Academic Calendar for exact dates) All other course withdrawals will be assigned a grade of "W". (Please refer to the CMI refund policy published in the academic catalog).

Summer - students may drop course(s) until the 3rd day without penalty or 100% refund. Course withdrawal after the 8th day will be assigned a grade of "W". (Please refer to the CMI refund policy published in the academic catalog).

Responsible Officer

Registrar

Key Offices to Contact Regarding the Policy and its Implementation

Vice President for Academic & Student Affairs, Vice President for Business Administration Affairs, Dean of Student Success, Admissions & Records, Registrar, and Center Coordinators



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December 4, 2018

Date(s) of Any Revisions

March 8, 2022

President's Signature

March 8, 2022

Dr. Irene J. Taafaki

Date