

# RECORDS

Section Four

## A. TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a copy of a student's Permanent Academic Record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements at Darton College. Also included is a list of courses and credits transferred from any institution formerly attended by the student.

Students who wish to have a transcript of their record at Darton College sent to another institution should submit a "Request for Transcript of Record" form to the Registrar's Office at least two weeks prior to the date the transcript is needed. The first transcript is supplied without cost to the student; additional transcripts are issued upon payment of \$1.00 for each transcript issued.

In addition to Permanent Academic Records, the College maintains Continuing Education Unit (CEU) records for students earning those credits. Transcripts of CEU records are similar to Permanent Academic Records and are available from the Continuing Education and Community Service Office.

## B. ACCESS TO STUDENT RECORDS

Regulations pertaining to access to student records are found in the Student Handbook, a copy of which may be obtained from the Office of the Vice President for Student Affairs, the Office of Admissions, or the Office of Student Activities.

## C. REGISTRATION

The dates designated on the College Calendar as "registration" are reserved for registration, payment of fees, and purchase of books. The registration procedure is complete upon payment of fees. After that point in time, students are considered officially registered and enrolled in Darton College. Details concerning the registration process are distributed each semester.

## D. WEB REGISTRATION

Currently enrolled, eligible students are encouraged to complete the registration process online. Students may register online anytime from the beginning of Pre-Registration until the close of Late Registration each semester (see the Academic Term Calendar at [www.darton.edu/calendars](http://www.darton.edu/calendars) for dates.) Students must have written prior approval from their academic advisor to use the BANNER Web Registration System. Students may look up advisor assignments on the Student Directory at <http://www.darton.edu/oit/email.php> at any time. Eligible students are strongly encouraged to register early to secure desired classes. The BANNER FAQs [www.darton.edu/admin/BannerInst/](http://www.darton.edu/admin/BannerInst/) page provides instructions for completing online registration through the BANNER system. Help is also available in the Advising Center. The registration procedure is considered officially complete only upon payment of fees. Students requiring Learning Support and students with undecided majors will need to contact their advisor for registration.

## E. PRE-REGISTRATION

One week during each semester is designated as Pre-Registration week, and currently enrolled students may, at this time, pre-register for classes for the upcoming semester. Academic advisors are available during this time to assist students with their schedules, and each currently enrolled student is strongly encouraged to pre-register. Details concerning pre-registration and fee payment are distributed during the week of pre-registration.

## F. WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Darton College after completing registration, the student should see his/her academic advisor for assistance in completing the official withdrawal form or if no academic advisor is assigned, see the division office of his/her major. The completed form should be returned to the Registrar's Office for final

processing. Personnel in that office will process a request for refund of fees, if applicable. For refund percentages, see the refund schedule outlined in the catalog and semester schedule.

In those cases where students are withdrawn by College action for cause (non-payment of fees, returned check, disciplinary action, disruptive behavior, failure to fulfill all admissions requirements, etc.), the forms necessary for withdrawal will be initiated by the appropriate College official, and the students will be notified in writing of the action. Students withdrawn by College action as described above will automatically receive the grade of "W."

Students may withdraw from the College with a grade of "W" prior to the mid-semester date. After this time, a grade of "WF" will be recorded unless the students can provide evidence to the Vice President for Academic Affairs that there are extenuating circumstances surrounding the withdrawal.

## **G. WITHDRAWAL FROM INDIVIDUAL COURSES**

After the late registration day each semester, students withdrawing from an individual course should see their academic advisors for assistance in completing the official drop form. No refunds are issued for dropping individual courses.

## **H. STUDENT MEDICAL WITHDRAWALS**

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs, and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the student conduct code and other publications of the College.

Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to a final decision concerning his or her continued enrollment at the College.