ADMINISTRATIVE POLICY
REGISTRATION
This policy pertains to employees and students.

Statement
This registration policy ensures compliance with TCS10.07 by providing transparent, equitable, and consistent program enrollment processes for all students. In alignment with FVTC's mission, and adhering to state requirements and timelines, and the state Minnesota Reciprocity agreement, this policy promotes a fair and transparent registration process, free from bias and undue influence, to provide equitable educational opportunities for all enrolled students. All FVTC staff and faculty must adhere to this policy in all dealings with prospective students and applicants.

Registration Timelines
The college follows specific registration timelines to ensure fair and efficient enrollment. Each eligible program student is assigned a designated date and time to enroll in courses, determined by their completed coursework since 2000, as recorded in the FVTC student information system (MyFVTC). Continuing students with the most completed course credits will be given the earliest enrollment date/times. New program students must register during their New Student Registration. Invitations to attend these sessions are communicated several weeks before the enrollment period begins. All New Student Registration dates/times must take place on or after the first date for new student enrollment. The final phase, open enrollment, allows anyone eligible for program-level courses to register. Open enrollment remains available until there is no longer space in a particular course or the registration period ends (see *"Registering for Courses After the Course Start Date"* below). Exceptions to this sequence are made for the Priority Registration process.

Priority Registration *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*
Waiting lists will be initiated for programs with capacity limitations (aka, High-Demand Programs). The application completion date and verified residency status will determine priority placement on these lists. Please refer to *Admissions Policy* and the *Residency for Admission and Tuition Purposes* policy.

Students admitted to a high-demand program will fall into the following categories.
- Pre-Core: Admitted student who has met all admissions requirements but not academic preparedness criteria. These students will be on the waiting list for core classes but must meet the academic preparedness criteria to be offered a priority registration appointment.
- Core-Ready: Student is admitted to the program and on the waiting list for available space in core courses and has completed all admissions requirements and academic preparedness criteria, if applicable. These students have priority over all other applicants in subsequent terms based on date of admission and residency status.
- Core Active: Admitted students who are enrolled in core classes.

If admitted to a high-demand program, students must opt-in to a waitlist at the time of admission. FVTC will communicate with students to provide timelines for this opt-in process.

Core-Ready students will be considered for priority registration based on the waiting list determined at admission. These waiting lists will be determined by the college using the following criteria:

1. Residency
    a. In-District Wisconsin Residents who were admitted prior to the published deadlines (see Admissions Policy)
    b. Out of District Wisconsin Residents (*Includes students with Minnesota residency*)
    c. Out of State Applicants (if applicable)
2. Date of completed application
3. Total number of completed college credits[1]

Before each registration period, the College will communicate with Core-Ready students regarding their eligibility to enroll in core courses. Students must respond to this communication to receive the appropriate registration date/time. Once given a priority registration date/time, the student must enroll in core courses during the upcoming enrollment period. Students who do not register during their assigned priority registration time and do not become enrolled for the specified registration period will be removed from the waiting list.

If a space becomes available during the priority registration process for a Core-Ready student, the student must either register for that class or notify the College if they wish to defer to the next enrollment period. If the student does not register for the class(es) or notify the college of their intent to defer, they will be removed from the waiting list.

Academic Preparedness *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*
Students must meet specific academic requirements set by their department or division to enroll in FVTC courses. Academic preparedness requirements are posted on the FVTC program page and are included in registration materials provided by the academic division and Advising Services. Some examples of academic preparedness requirements include:

1. High school GPA
2. Test scores
3. Medical screenings
4. Background checks
5. Previously completed coursework, including minimum accepted grades

If a student enrolls without meeting these requirements, the College may notify the student and drop them from the course. FVTC allows students to use in-progress, ungraded coursework to meet enrollment requirements for future courses. However, once final grades are posted, students who no longer meet the stated requirements must drop the affected courses. If they fail to do so, the College will drop them from those courses.

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[1] Total credits will be used only in situations where there are multiple students with the same date of completed application.
Administrative Policy: Registration

Administrative Withdrawal
Student Program Dismissal
Each academic division and/or program may have standards and procedures related to academic progress for Core Active students. If a student does not meet the progression criteria set forth by the department and/or division, the student may be dismissed from a program for a set period. Refer to departmental guidance for further information. A student may be dismissed from one program while remaining eligible for enrollment with the College.

Student Program Discontinuation
Core-active students are expected to remain enrolled in each academic term to remain active in their program. Core-active students who do not enroll in three consecutive terms will be removed from the program. Many high-demand programs require continuous cohort-based enrollment. Refer to specific departmental policies for requirements.

Returning following Discontinuation
Students who have been discontinued from a program but wish to return must reapply, meet current admissions and academic preparedness requirements, and follow the program requirements under the current admit term.

Exceptions to the Registration Process
Student Leave of Absence
Students on a college-approved leave of absence will not be subject to the previously described requirements related to continuous enrollment to remain eligible to enroll in an admitted program for a future term. Some examples include students who are called to active military service and pregnant students. The leave of absence must be approved through the appropriate department as described in the applicable policy or per the Pregnancy and Related Conditions Procedure or Students Called to Active Military Service policy.

Special Circumstances (This section of the policy is effective for students applying to the Summer 2026 semester and later.)
Specific exceptions to the above policy may be made for situations as described in Wisconsin TCS 10.07(m). The Department Dean must initiate requests for exceptions through the Chief Academic Officer. Final approval must be provided by both the Wisconsin Technical College System and the Fox Valley Technical College Board.

Registration for Courses on or after the Course Start Date
Students may register for semester-long courses during the first week of the class, subject to space availability. Students must obtain instructor approval before registration to add a course after the first week of a semester-long course or after the start date of shorter-duration courses. In some cases, the department or division may restrict registration timelines for a course. The appropriate instructional leader must approve any exceptions to the standard college policy.

Adopted: 03/13/2025
Reviewed: 02/21/2025
Revised: N/A

Administrative Policy: Registration