



REGISTRATION POLICY

Course registration is the process by which a student enrolls in specific courses for an upcoming term. Every student must complete registration each term in order to participate in courses, receive grades, or earn credit. The registration policy below applies to all degree-seeking, non-degree, and audit students.

REGISTRATION PERIODS

JBC operates on a semester system with the following standard registration windows for each term:

WINDOW	WHEN	FEE
Pre-Registration (Continuing Students)	4 weeks before term starts	No registration fee
Standard Registration	3 weeks to 1 week before term starts	Standard registration fee (\$25)
Late Registration	1 Week after classes have begun	Standard fee + Late Fee (\$50)
Drop/Add Period	First 2 weeks of the term	Adjustments allowed without penalty

REGISTRATION REQUIREMENTS

In order to register for courses each term, every student must:

1. Have an active student account in good standing (no holds for unpaid balances or disciplinary matters).
2. Meet with the registrar to discuss the course plan for the upcoming term and obtain advisor approval.
3. Verify that all prerequisites for selected courses have been satisfactorily completed.

4. Submit a completed Class Enrollment Form to the Office of the Executive Director, OR complete registration through the JBC online student portal where available.
5. Confirm financial arrangements (payment in full or selected payment plan) at the time of registration.
6. Pay the term Registration Fee of \$25 plus any applicable course tuition and fees.

COURSE CAPACITY & PREREQUISITES

Some courses have enrollment limits to maintain quality of instruction. When a course is full, students may request to be added to a waitlist. Waitlist priority is given by date of registration request.

Prerequisites are strictly enforced. A student may not enroll in a course for which they have not completed the prerequisite (or its approved equivalent through transfer credit).

Prerequisite waivers may be requested in writing to the Executive Director and are granted only in exceptional circumstances based on demonstrated equivalent preparation.

DROP/ADD PERIOD

During the first **two weeks** of each term, students may add or drop courses without academic penalty and without an entry on the official transcript. After the Drop/Add period closes, withdrawals from individual courses follow the JBC Withdrawal Policy and may result in a “W” notation on the transcript or, after the withdrawal deadline, a grade of “F”.

LATE REGISTRATION

Registration after the standard registration deadline incurs a **\$50 Late Registration Fee** in addition to the standard \$25 Registration Fee. Late registration is permitted through the end of the first week of the term, after which registration for that term closes entirely.

MAXIMUM COURSE LOAD

The standard maximum course load is **6 credit hours per semester**. Enrollment exceeding 6 credit hours requires written approval from the Executive Director.

TO REGISTER FOR COURSES

Complete the JBC Class Enrollment Form (separate document) and submit to the Office of the Executive Director at admin@judahbiblecollege.org or PO Box 23527, Chattanooga, TN 37422.