

Students not seeking to earn a bachelor's degree from Central College may be allowed to enroll in courses as guest students. Guest students may enroll on a full- or part-time basis, but are not eligible for any financial aid from Central College, the State of Iowa or federal entitlement programs. Guest students, who at a later date seek to earn a degree at Central College, must apply for admission to the College as a degree-seeking student and meet the admission requirements detailed in the *Central College Catalog*.

Students who wish to enroll as a non-degree seeking or high school (PSEO) student must file a Non-Degree Seeking Student Registration Form with the Registrar's Office. The following classifications are used to identify the various non-degree seeking student categories*:

- High School (PSEO)**
- Central College Alumni/a
- Language Assistant
- Education Endorsement/Certification
- Central College Employee or Employee Dependent
- Pella Community Member

*If you do not fit into one of the above categories, please contact the Registrar's Office (641.628.5442 or registrar@central.edu) to determine your enrollment eligibility.

**Local high school students must obtain approval to enroll from Admissions (641.628.5285).

Registration Process:

- ◆ **Review the Schedule of Courses** – Go to www.central.edu, click on the Academics and then select **Schedule of Classes** or go to <https://www.central.edu/academics/course-catalog/searchable-schedule/> directly. Make preliminary course selections and check for course availability and prerequisites. Note: Guest students are registered on a space available basis beginning after August 1 for the fall semester and December 1 for the spring semester.
- ◆ **Return your completed Registration Form** to the Registrar's Office (2nd Floor, Central Hall) for processing. *PSEO (High School) students must also be approved by the Central College Admissions Office before being allowed to register for classes. (A separate form is required.)*

Schedule Changes During the Semester

During the Add/Drop Period (through Friday of the 2nd week of classes), students can add and/or drop courses by submitting a completed Registration Change form to the Registrar's Office. Registration Change forms are available in the Registrar's Office (Central Hall) or online under the Resources tab of myCentral. There is no fee for schedule changes made during the Add/Drop Period, and dropped courses do not appear on the academic transcript. Any tuition paid for courses dropped during this period will be refunded according to the institution's refund policy (contact the Business Office for more information).

During the Withdrawal Period (through the end of the 12th week of the semester), students must submit a completed Registration Change Form to the Registrar's Office. There is no tuition refunded for course withdrawals, and a grade of "W" will appear on the academic transcript. Course withdrawals will not be permitted after the 12th week of the semester.

For more information on the Drop/Add and Withdrawal deadlines, please review the academic policy in the current college catalog.

IMPORTANT: Students are responsible for registration in and withdrawal from courses. Class attendance does not constitute registration in a course; likewise, absence from a class - including never attending class - does not constitute official withdrawal from a course. No credit will be awarded for courses in which a student is not properly registered by the deadline, and no refunds will be given for courses from which students have not officially withdrawn.

If you have any scheduling and/or registration questions, please contact the Registrar's Office (Central Hall, 2nd Floor), (641) 628-5442 or registrar@central.edu

Guest Student Registration

NON-DEGREE SEEKING STUDENT AND PSEO (POSTSECONDARY ENROLLMENT
OPTIONS PROGRAM)

To finalize your registration, return this form to the Registrar's Office (Central Hall, 2nd Floor) no later than the first full week of class. Tuition and fees must be paid on or before the first day you attend class. For billing questions, call 641-628-5185.

Section I (Contact Information):

_____ Name (Last, First, Middle)	_____ Semester of Registration (i.e. Fall 2008)
_____ Current/Billing Address (Street, Apt)	_____ City, State, Zip
_____ E-mail Address	_____ Daytime phone

Section II (Enrollment Status):

- Enrollment status: (Please check one.)
 - ___ LA (Language Assistant) ___ AL (Alumni - Central Grads Only) ___ OTH (other) _____
 - ___ EMP _____ ___ HS (High School) _____
(Employee or Dependent—Incl. employee name) High School students must also complete "Notice of Student Registration Form (PSEO)" available in the Admissions Office.
- Gender ___ Male ___ Female
- If you wish to be identified with a particular ethnic group, please respond to the following. Please respond to both questions:
 - Do you consider yourself to be Hispanic/Latino? ___ Yes ___ No
 - What is your race? (Select ALL that apply)
 - ___ American Indian or Alaska Native ___ Native Hawaiian or Other Pacific Islander
 - ___ Asian ___ White
 - ___ Black or African American

Section III (Course Selections):

Provide your course selections below. For courses that are closed or require instructor permission, an instructor signature (or academic department chair) is required below. **Guest/non-degree seeking students are allowed to register for courses on a space available basis.**

Dept	Course#	Sect	Course Title	Days/Times	S.H.	Instructor Signature (if necessary)
Total						

<i>For Office Use Only:</i>		
Student ID: _____	Total Previous Credits: _____ (15 max)	RGN (by/date): _____
Program/Admit Status/Class: HS/HS/SP; AL/PB/PG; LA/LA/SP; ED/GU/SP; SP/GU/SP cc. Std Accts: _____		