



## Procedure 501-06 Student Classification and Standing

Sponsor: Student Services

### Purpose

The Registrar or designee is responsible for verifying student status under this procedure.

### Definitions

None

### Procedure

Class level defined in semester credits:

1. First year – under 30 credits in current program
2. Second year – 30 to 59.9 credits in current program
3. Third year – 60 or more credits in an approved 90-30 program

Enrollment status:

1. Credits needed for fall, spring, or summer.

Full-time	Part-time		
	Three-quarter time	Half-time	Less than half-time
12	9	6	Under 6

2. Summer status may be met in any combination of summer terms.

Disability Resources may confirm an enrollment status exception to the Registrar to consider a part-time student to be full-time if the student:

1. Must take reduced credits due to documented disability and would otherwise be denied access to a College program, benefit, or service.
2. This exception does not and may not apply to any non-College matters or to financial aid awards.

Only the Registrar or designee may verify class level and enrollment status.

National Student Clearinghouse is an authorizing agent to provide enrollment certificates on behalf of the College.

### References

Title IV of the Higher Education Act of 1965

### Procedure History

08/08/2005 New  
05/11/2011 Reformatted  
07/15/2025 Revised Sponsor from Registration and Enrollment Services to Student Services

### Legal Review

None