Steps to Re-Register for Class After Non-Payment Drop

Students who fail to pay for class tuition or fail to make a tuition payment are dropped from the classes on the drop date after the semester has started. It is possible to re-register for those classes immediately after being dropped. This help aid lists the steps required by the Registration Office to re-register for classes after being dropped for non-payment. If you have additional questions, please contact the Registration Office.

In order to re-register for classes, follow the steps below.

1. Return to class and obtain the instructor’s signature for approval to re-enter the course; the Department Chair or Dean may also help with the approval process if the instructor is unavailable;
2. Go to the Registration area and re-register for the course(s).
3. Proceed to the Cashier’s Office to resolve account issues.

Online ONLY students, especially those out of state, will need an email from the instructor to the following individuals as proof needed to get the student re-registered into the online course(s):

- Assistant Register, Cheryl Ellis,
- Register, Lisa Kasunic,
- Dean of Financial Aid & Registration, Amy Baker (Smucker),
- Vice President of Student Services & Enrollment Management, Cheri Rice

They will help communicate the approval process.

This concludes this help aid.