



Registration

1 Admissions and Records

Creation of identity, term record activation, and issuance of course selection form

2 Business Office

Payment of the registration fee, and issuance of receipt as proof of payment

3 Financial Aid Office

Verification of financial aid status, and certification of course selection form

4 Academic Advisor

Course selection

5 Admissions and Records

Registration terminal, and issuance of student schedule

Registration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student.

Dates for registration of new and continuing students are posted before each term. Students entering COM-FSM for the first time as freshmen or transfer students will be given an orientation.

Figure 2.0. The course selection form. This form may also be downloaded from http://www.comfsm.fm/oar/forms/course_selection.pdf

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 by the U.S. Congress to ensure student's right to inspect their own records and have some control over the disclosure of their personal records.

FERPA states that personally identifiable information under the control of an educational institution can only be provided to that student

or, in certain cases, the parents or legal guardians without prior notice. Once the student reaches the age of 18 or enters a postsecondary institution, a school is prohibited from disclosing to the parents without the student's consent. However, if the parent can demonstrate that the student is a financial dependent (via Internal Revenue Service), the institution may opt to disclose the information.

Course Loads

Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session.

Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

Full-Time versus Part-Time Students

Full-time students are those who register for 12 or more credits in a regular semester or six credits in a summer session. On the other hand, part-time students are those who register less than 12 credits in a regular semester or less than six credits in a summer session.

Statement of Equal Opportunity

The College of Micronesia-FSM complies with Title IV of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The college does not discriminate in matters of employment or admission to education programs and activities because of race, color, place of origin or ancestry, marital status, sex,

religious or political preference, age or physical handicap per Public Law No. 779.

The president's executive assistant acts as the authorized agent in matter concerning section 504 of the Rehabilitation Act of 1973. This notice is in compliance with Paragraph 84.8 of section 504 of the Rehabilitation Act of 1973.

Fall 2014 Registration for New Students

August 8, 2014, 8:00 AM-4:00 PM, Practice Gym

Academic Freedom Policy

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. The principle asserts that each student is entitled to examine and test all knowledge appropriate to their discipline or

area of major study as judged by the academic/educational community in general. The student performance is evaluated solely on an academic basis (*Approved by the COM-FSM Board of Regents, May 7, 2013*).

Adding and Dropping of Courses

Students may add or drop courses through the first three days of instruction during semester, and first day of instruction during summer by completing and submitting the add/drop form to the Office of Admissions, Records and Retention (OARR).

Students who fail to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount for the course.

Figure 2.0. The add/drop form. This form may also be downloaded from http://www.comfsm.fm/oar/forms/add_drop.pdf.

Steps for Adding and Dropping Courses

1. Get add/drop form (see Figure 2.0) from the Office of Admissions, Records and Retention (OARR).
2. Complete the add/drop form and get your academic advisor's approval.
3. Submit to OARR the completed and advisor approved add/drop form.
4. Request a copy from OARR of your new student schedule.

Withdrawing from a Course

Student Initiated

During the academic year, student can withdraw from individual courses after the add/drop period.

A grade of W will be assigned for course withdrawn before the last day to withdraw with W (see Academic Calendar). While the W grade is non-punitive and has no effect on the GPA, students may be responsible for a portion of the tuition and fees associated with the course withdrawal.

However, a grade of F will be assigned for course withdrawn after the last day to withdraw with a W.

Figure 3.0. Withdrawal Card. This form may also be downloaded from http://www.comfsm.fm/oar/forms/withdrawal_card.pdf

Steps for Withdrawing from a Course (Student Initiated)

1. Get Withdrawal Card form (see Figure 3.0) from the Office of Admissions, Records and Retention (OARR).
2. Complete the Withdrawal Card and get approval of your academic advisor and course instructor.
3. Submit to OARR the completed Withdrawal Card.

Fall 2014 Semester Important Academic Dates

August 11-14, Regular Registration
 August 15, Convocation
 August 15-20, Late Registration

August 18, First Day of Instruction
 August 18-20, Add and Drop Period
 October 23, Last Day to Withdraw with W

Withdrawing from all Courses

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing the (a) withdrawal from COM-FSM clearance form, and (b) a drop form

if the withdrawal is on or before the last day to drop courses, or a withdrawal card per course for post-drop period withdrawal. The completed forms are then submitted to the Office of Admissions, Records and Retention.

Course Substitution

A student wishing permission to deviate in any way from his or her program requirements must secure (a) recommendation for a course substitution from his or her academic advisor, and (b) approval from the Dean of Academic

Programs and the Vice President for Instructional Affairs. The approval of the course substitution has to be secured prior to registering from a course which he or she intends to use as substitute to a prescribed program requirement.

Procedure

1. Get Course Substitution Form (see Figure 4.0) from the Office of Admissions, Records and Retention (OARR). The form may also be downloaded from http://www.comfsm.fm/oar/forms/course_substitution.pdf
2. Complete the Course Substitution Form, and obtain your academic advisor's recommendation.
3. Obtain approval from the Dean of Academic Programs,
4. Obtain approval from the Vice President for Instructional Affairs.
5. Submit the Course Substitution Form to OARR.

Figure 4.0. The course substitution form.

Grade Change

Procedure

1. Get Grade Change Form (see Figure 5.0) from the Office of Admissions, Records and Retention (OARR).
2. Request instructor concerned to complete the Grade Change Form, and submit it to OARR.

Figure 5.0. The grade change form.

Repeating a Course

Students may repeat a course in which a grade of D, F, or I was received. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated.

Incomplete Grades

It is the student's responsibility to clear the incomplete grade by midterm of the following semester. Student who has an incomplete grade from Spring semester have until midterm of Fall semester to remove it.

If a student fails to make up an incomplete grade by the midterm of the following semester, the "I" will be changed to an appropriate grade on the transcript.

Change of Major

Procedure

1. Get Change of Major Form (see Figure 6.0) from the Office of Admissions, Records and Retention (OARR). The form may also be downloaded from http://www.comfsm.fm/oar/forms/change_of_major.pdf
2. Complete the Change of Major Form, and obtain your academic advisor's recommendation.
3. Submit to OARR the completed and academic advisor approved Change of Major Form.

Figure 6.0. The change of major form.

Academic Honesty

To ensure the integrity of the educational process and the institution, the college encourages academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a students in any facet of learning. Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the college.

Class Attendance

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance

is at the discretion of the instructor provided the conditions for the attendance are included in the course syllabus and communicated to the students on the first day of class.

Readmission

Student who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Application for readmission

must be submitted at least one week before the first day of instruction of the semester in which the student plans to return.

Procedure

1. Obtain an Application for Readmission form OARR (see Figure 7.0).
2. Complete the Application for Readmission.
3. Verify with Business Office whether or not you have an outstanding balance (see For Business Office Use Only section of the form).
4. Submit the Application for Readmission to the Office of Admissions, Records and Retention at least one week before the first day of instruction of the semester or session in which you plan to return.
5. Wait for the official notice from either the OARR and Committee on Recruitment, Admission, and Retention (RAR).

Figure 7.0. The application for readmission form.

Academic Regulations

Good Academic Standing

Good academic standing is defined as having a cumulative grade point average (GPA) of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to graduate from COM-FSM, student must be in good academic standing. Students cannot graduate while on academic probation.

Academic Honors

Each semester all full-time students in a degree or certificate of achievement program who earn a semester grade point average of 3.5 to 4.0 without any incomplete grades are recognized on the honor roll.

Students on the Honor Roll who took only college-level courses (or courses numbered 100 and above) and who achieve a semester grade point average of 3.50 to 3.99 are recognized on the **Dean's List**.

Students on the Honor Roll who took only college-level courses (or courses numbered 100 and above) and who achieve a semester grade point average of 4.00 are recognized on the **President's List**.

Academic Probation

Student whose cumulative GPA falls below 2.0 are placed on academic probation until their GPA is raised to 2.0 or better, or they are suspended.

Academic Suspension

Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on **academic suspension**. After one semester, a suspended student may apply for readmission. Readmission is not automatic and will be granted by the President upon recommendation of the Committee on Recruitment, Admission and Retention (RAR).