



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Registration  
**Procedure Number:** 07-2003-0014  
**Board Policy Reference:** I.B.

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**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Director of Enrollment Services/Registrar  
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**Purpose/Principle/Definitions:**

This procedure outlines the college's guidelines for general registration; early registration for qualified student veteran's as defined in and in accordance with Oregon House Bill 2565; and returning students.

A qualified student veteran is:

- a. An active member of the Armed Forces of the United States or served in the Armed Forces of the United States;
- b. If a former member of the Armed Forces of the United States, was relieved or discharged from that service with either an honorable discharge or a general discharge under honorable conditions; or
- c. A student who receives veterans' educational benefits as a federally qualified dependent of a person described in (a) of this paragraph;

**Guidelines:**

Registration will occur on a quarterly basis in accordance with the published Academic Calendar. The Registrar is responsible for and directs this process.

All students are required to register online and are responsible for knowing and adhering to registration dates and timelines. Individuals must be officially registered in order to participate in a course.

**Registration Groups:**

BMCC has established two registration groups. These groups are identified as:

- Group 1: Qualified student veterans (Day 1), and returning students (starting day 2) (have had less than a two-year break of enrollment); and

- Group 2: Open Registration (includes new students or students re-entering after a two-year break, non-degree seeking, non-credit students). Registration for these groups will open as follows:

**Group 1:** Qualified student veterans and returning students. Opens week 4 of the current term. Registration for qualifying student veteran's opens day 1, registration for returning students begins on day 2 for this group.

**Group 2:** Open Registration. Opens week 6 of the current term.

Note: Summer and Fall registration will open simultaneously.

### **Forms**

All students are required to register online unless required to do so otherwise by specific program requirements (example: limited entry programs). All registration related forms are developed and maintained by the registrar's office. Incomplete forms will not be processed.