

Procedure Title: Enrolling Staff and Their Dependents in BMCC Courses
Procedure Number: 07-2004-0012
Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: Executive Vice President
Position responsible for updating: Registrar, Student and Enrollment Services
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Purpose/Principle/Definitions:

For eligible BMCC staff and their dependents to register in a course, they must follow these guidelines. The forgiveness of any financial obligations is a function of the Business Office and is not part of this procedure. See procedure number 01-2004-0013 for more information.

Guidelines:

Eligible degree-seeking employees and their dependents:

Every degree-seeking student at BMCC is strongly encouraged to have an advisor. Employees and their dependents should work with their advisors in the same way as any other student at BMCC when planning a program and registering for classes.

Eligible dependents in Dual Credit/high school courses:

Eligible dependents taking BMCC courses through their high school should follow the same enrollment procedures as other dual-credit high school students.