

EMCC Registrar Information

Once a student registers for classes at EMCC, they must follow the attendance policy listed in the EMCC catalog). **Students are expected to attend class on the first day of class.** Instructors are expected to take attendance beginning the very first day of class.

No-Show Information - Students who do not attend on the **first day of class will be in jeopardy of being reported as a No Show.** The No Show Policy is explained below. Students are expected to attend class when they start.

NO SHOW POLICY - A student who fails to attend a particular class within the term's LATE REGISTRATION period or DROP/ADD period shall be listed as a "no show." A student who is "no showed" will be permanently removed from the course and cannot be reinstated. The "No Show" policy is not subject to the rules related to class attendance.

Students are strongly encouraged to drop any class in which they have no plans to attend. Students that become "no showed" from classes will be billed \$10.00 per class.

Class Attendance Policy - Students should make note of the class attendance policy. Absences are either excused or unexcused. Students are limited to the number of absences allowed in each class. Students who do not attend regularly may be in jeopardy of exceeding the allowable number of absences per class and therefore being removed from the class administratively.

It is the responsibility of the student to withdraw from a class, if they no longer want to take a class they registered for. Students must follow the withdrawal policy found in the school catalog.

Students who have decided not to attend EMCC - Students should contact the Registrar's Office **before classes begin**, so that your courses can be removed from the computer system and there will be no bill associated with those classes. Karen Briggs 662-476-5041 or Melinda Sciple 662-476-5040.

After classes begin, it will be necessary for you to come to the campus to Lion Central to complete a withdrawal form and pay the required \$10.00 (per course) to withdraw from 1 or more classes. However, there is no fee to completely withdraw from all classes at EMCC. There may also be charges associated with the course(s) you were in, because classes had started. Please contact the business office to see if you will have additional charges. Refer to the current EMCC Calendar (on the web site) to know when the withdrawal period begins and ends for each of the terms you were registered for.

If you do not withdraw properly, you may be responsible for the fees associated with the classes you were registered for, even if you never attend them.

- Familiarize yourself with the online school catalog and the school calendar www.eastms.edu
- Students are **assigned an advisor based on the major that has been selected**. It is imperative that students sit down with their assigned advisor to discuss and plan their schedule each semester. The advisors will work with the students and help answer questions you may have.
- Official transcripts showing dual enrolled or a dual credit coursework will need to be sent to the EMCC admissions office from the college the coursework was taken. Transfer credit cannot be awarded off the high school transcript. Only acceptable transfer courses will be entered for transfer credit from the other college(s).
- The EMCC Graduation requirements can be found in the school catalog. All students are encouraged to obtain a degree from EMCC. There is no graduation fee involved with graduation. However, students are required to apply for graduation before the deadline on the academic calendar. Diplomas and certificates are ordered based on the applications submitted to the registrar's office. Students are encouraged to participate (walk) in the ceremony, but are not required.
- Students may choose to transfer to a university before obtaining a degree from EMCC. Please know that students may transfer their university courses back to EMCC to possibly obtain their AA degree from EMCC. This is known as Reverse Transfer. Please contact the Registrar for more information, if needed.
- Students who are enrolled in an academic major will receive an Associate of Arts degree. This will require that students complete a minimum of 60 semester hours of credit. This will include 35 hours of core classes and 25 additional, acceptable electives. Developmental or career-tech courses are not counted for graduation when seeking an AA degree. In order to graduate within 4 semesters, students will need to take at least 15 semester hours (non-developmental coursework) each of the 4 semesters to stay on track. If students are required to take developmental courses, please understand, it may take longer than 4 semesters to graduate.
- Technical students have a prescribed curriculum to follow.
- Students may change their major at any time. However, students will be required to complete a Change of Program/Major form, found in the Admissions & Records Office.
- Degree and Enrollment Verifications can be obtained by contacting the National Student Clearinghouse at www.degreeverify.org
- EMCC Transcripts (official or unofficial) can be obtained by completing the online transcript request form found at the EMCC website www.eastms.edu. Select the Admissions link, then select Transcript.

Please read and follow the directions carefully when ordering your transcript. Keep in mind all obligations to EMCC must be clear before any transcripts can be sent.

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