

REGISTRATION PROCEDURE

- IF YOU HAVE ANY QUESTIONS ABOUT REGISTRATION OR NEED ANY COUNSELING HELP WITH YOUR PROGRAM OF STUDY, you are invited to visit COA's Student Development Office, Building A, Highway 17 North, prior to registration to talk with a counselor. New applicants are advised to see a counselor and/or faculty member to complete a trial schedule prior to registration.
- NEW APPLICANTS MUST HAVE APPLICATIONS ON FILE IN THE ADMISSIONS OFFICE AT THE TIME OF REGISTRATION.
- To register, report to the Main Entrance of Building A and sign in at the Reception Window.
- Institutional policies require that students who receive Pell Grants, College Work Study funds, SEOG, NCSIG, and NDSL must pay their tuition, fees and other educational expenses when they register. Only students who have private scholarships and/or Guaranteed Student Loans deposited in their COA accounts may register under financial aid. These scholarships/loans must be sufficient to cover the student's tuition and fees. Eligible students who have their award letters will receive the total amount of their financial aid soon after the last day to withdraw without penalty each quarter. The financial aid office suggests that students save enough from their financial aid check to pay the next quarter's expenses.
- If you are sick or otherwise cannot register during the above dates, a friend or family member will be permitted to register for you provided you have submitted an official application and they are prepared to pay your tuition and fees.
- ALL TUITION AND FEES ARE DUE AND PAYABLE AT TIME OF REGISTRATION. Tuition and fees are paid at the Cashier's Window, Building A. All past accounts owed the College must be paid before permission to register can be given.
- INDIVIDUALS ENROLLING IN OFF-CAMPUS EVENING COURSES MAY REGISTER AND PAY TUITION AT THE FIRST CLASS MEETING.

ADMISSION INFORMATION

College Transfer and Occupational

Applicants to the College who wish to enroll in a curriculum program must complete a general application and request that official transcripts from the high school (or GED results) and post-secondary schools attended be forwarded to the Admissions Office prior to registration. Applicants to two-year degree programs and some vocational programs are required to take placement tests. Refer to the registration calendar for test dates and times.

Non-Degree Students

Individuals who wish to register for one or more credit courses but do not intend to pursue a degree or diploma will be required to complete a general application prior to registration.

CONTACT THE ADMISSIONS OFFICE
AT 335-0821, EXT. 221
FOR APPLICATIONS AND
ADDITIONAL INFORMATION

COURSE	CR	CO	COURSE TITLE	DAY/TIME	INSTRUCTOR	ROOM
BIO1510-1	6	6	ANATOMY & PHYSIOLOGY	MWF/9-10:40	B. BRISCOE	NR
BUS 99-1	0	3	BUSINESS SKILLS LAB	TBA/TBA	D. DUNLOW	B218
E BUS 101-1	4	5	ELEMENTARY TYPEWRITING	MW/7-9:30PM	G. LISTER	B218
E BUS 101-2	4	5	ELEMENTARY TYPEWRITING	TTH/7-9:30PM	G. BYRUM	HLMHS
BUS 101-3	4	5	ELEMENTARY TYPEWRITING	EVY/9-9:50	M. WHITE	B218
BUS 101-4	4	5	ELEMENTARY TYPEWRITING	EVY/11-11:50	M. WHITE	B218
BUS 101-5	4	5	ELEMENTARY TYPEWRITING	EVY/12-12:50	M. WHITE	B218
BUS 101-6	4	5	ELEMENTARY TYPEWRITING	MW/9:30-12	J. TURNER	DCC121
E BUS 101-7	4	5	ELEMENTARY TYPEWRITING	TTH/7-9:30PM	J. TURNER	DCC121
E BUS 102-1	3	5	INTERMEDIATE TYPEWRITING	MW/7-9:30PM	G. LISTER	B218
BUS 102-2	3	5	INTERMEDIATE TYPEWRITING	EVY/11-11:50	M. WHITE	B218
BUS 102-3	3	5	INTERMEDIATE TYPEWRITING	MW/9:30-12	J. TURNER	DCC121
E BUS 102-4	3	5	INTERMEDIATE TYPEWRITING	TTH/7-9:30PM	J. TURNER	DCC121
E BUS 103-1	3	5	ADVANCED TYPEWRITING	MW/7-9:30PM	G. LISTER	B218
BUS 103-2	3	5	ADVANCED TYPEWRITING	EVY/11-11:50	M. WHITE	B218
BUS 103-3	3	5	ADVANCED TYPEWRITING	MW/9:30-12	J. TURNER	DCC121
E BUS 103-4	3	5	ADVANCED TYPEWRITING	TTH/9-9:30PM	J. TURNER	DCC121
E BUS 106-1	5	5	INTRO TO BUSINESS	MW/7-9:30PM	R. MORHARD	B209
E BUS 106-2	5	5	INTRO TO BUSINESS	TTH/7-9:30PM	M. PASTERNAK	HLMHS
BUS 106-3	5	5	INTRO TO BUSINESS	EVY/8-8:50	L. WINSLOW	B209
BUS 106-4	5	5	INTRO TO BUSINESS	EVY/9-9:50	L. WINSLOW	C202
BUS 106-5	5	5	INTRO TO BUSINESS	EVY/11-11:50	L. WINSLOW	C202
BUS 106-6	5	5	INTRO TO BUSINESS	TTH/9:30-12	J. TURNER	DCC120
E BUS 107-1	5	5	BUSINESS MATHEMATICS	MW/7-9:30PM	J. SCOTT	C208
BUS 107-2	5	5	BUSINESS MATHEMATICS	EVY/12-12:50	L. WINSLOW	B209
E BUS 108-1	5	5	PERSONAL FINANCE	TTH/7-9:30PM	C. KRIKLER	B209
TBUS109-1	3	4	INTER-PER RELATIONS	TTH/1-3	P. SELF	C208
E TBUS109-2	3	4	INTER-PER RELATIONS	MW/7-9PM	STAFF	B210
BUS 110-1	3	3	FILING	TTH/7:45-9	M. WHITE	B210
BUS 110-2	3	3	FILING	MW/9-9:50	P. SELF	B209
BUS 110-3	3	3	FILING	MW/12-12:50	P. SELF	B209
E BUS 110-4	3	3	FILING	M/7-10PM	T. KERBER	DCC121
BUS 113-1	4	5	ADVANCED SHORTHAND	MW/9-9:50	D. DUNLOW	B216
E TBUS115-1	3	3	BUSINESS LAW I	T/7-10PM	M. HALAND	B216
E TBUS115-2	3	3	BUSINESS LAW I	TTH/5:40-6:55PM	M. PASTERNAK	HLMHS
TBUS115-3	3	3	BUSINESS LAW I	MW/11-11:50	J. SCOTT	B210
TBUS115-4	3	3	BUSINESS LAW I	TTH/9:30-10:45	J. SCOTT	C219
TBUS115-5	3	3	BUSINESS LAW I	TTH/12:30-1:45	J. SCOTT	B210
TBUS115-6	3	3	BUSINESS LAW I	TTH/8-9:15	STAFF	DCC114
E TBUS124-1	3	3	PAYROLL ACCOUNTING	T/7-10PM	J. SCOTT	B210
E BUS 203-1	4	6	PRIN OF ACCOUNTING I	MW/7-10PM	N. WHITE	B215
BUS 203-2	4	6	PRIN OF ACCOUNTING I	TTH/9:30-10:45	N. WHITE	B215
BUS 203-2			LAB SCHEDULE	TBA/TBA		B215
BUS 203-3			PRIN OF ACCOUNTING I	MW/9-9:50	N. WHITE	B215
BUS 203-3			LAB SCHEDULE	TBA/TBA		B215
E BUS 203-4	4	6	PRIN OF ACCOUNTING I	MW/7-10PM	STAFF	DCC114
E TBUS210-1	2	3	OFFICE MACHINES	MW/5:40-6:55PM	G. LISTER	B215
TBUS210-2	2	3	OFFICE MACHINES	MW/11-11:50	P. SELF	B215
TBUS210-3	2	3	OFFICE MACHINES	TTH/11-12:15	P. SELF	B215
BUS 211-1	5	5	MARKETING	EVY/12-12:50	J. MERCER	C202
E BUS 211-2	5	5	MARKETING	TTH/7-9:30PM	T. LEHMAN	DCC114
E BUS 215-1	3	3	MEDICAL TERM/VOCAB I	TH/7-10PM	B. SAWYER	B210
BUS 215-2	3	3	MEDICAL TERM/VOCAB I	TTH/11-12:15	B. SAWYER	B210
TBUS221-1	4	5	TRANSCRIPTION I	EVY/8-8:50	D. DUNLOW	B216
TBUS221-2	4	5	TRANSCRIPTION I	MW/1-2:25	D. DUNLOW	B216
E TBUS235-1	3	3	BUSINESS MANAGEMENT	TH/7-10PM	A. SEARS	B215
E TBUS271-1	3	3	OFFICE MANAGEMENT	TTH/5:40-6:55PM	B. BROCK	B209
E TBUS272-1	3	3	PRIN OF SUPERVISION	M/7-10PM	J. CARTER	A201
E CAR1101-1	3	5	CARPENTRY I (A)	MW/7-9:30PM	D. DOUGLAS	C153
CHM 101-1	4	6	GENERAL CHEMISTRY I	MW/11-11:50	B. ADAMS	A220
CHM 101-1			LAB SCHEDULE	T/2-5		A213
TCOE150-1	1	10	COOP EDUCATION I	TBA/TBA	DE. WILLIAMS	C104
TCOE150-2	2	20	COOP EDUCATION I	TBA/	DE. WILLIAMS	C104
TCOE151-1	1	10	COOP EDUCATION II	TBA/TBA	DE. WILLIAMS	C104
TCOE151-2	2	20	COOP EDUCATION II	TBA/TBA	DE. WILLIAMS	C104
TCOE152-1	1	10	COOP EDUCATION III	TBA/TBA	DE. WILLIAMS	C104
TCOE152-2	2	20	COOP EDUCATION III	TBA/TBA	DE. WILLIAMS	C104
TCOE153-1	1	10	COOP EDUCATION IV	TBA/TBA	DE. WILLIAMS	C104
TCOE153-2	2	20	COOP EDUCATION IV	TBA/TBA	DE. WILLIAMS	C104
TCOE154-1	1	10	COOP EDUCATION V	TBA/TBA	DE. WILLIAMS	C104
TCOE154-2	2	20	COOP EDUCATION V	TBA/TBA	DE. WILLIAMS	C104
TCOE155-1	1	10	COOP EDUCATION VI	TBA/TBA	DE. WILLIAMS	C104
TCOE155-2	2	20	COOP EDUCATION VI	TBA/TBA	DE. WILLIAMS	C104
COS1001-1	7	10	SCIENTIFIC STUDY I	TWTH/8-9	F. HOFFMAN	C150
COS1002-1	5	5	SCIENTIFIC STUDY II	TWTH/8-9	F. HOFFMAN	C150
COS1003-1	5	5	SCIENTIFIC STUDY III	TWTH/8-9	F. HOFFMAN	C150
COS1004-1	5	5	SCIENTIFIC STUDY IV	TWTH/8-9	F. HOFFMAN	C150
COS1005-1	5	5	SCIENTIFIC STUDY V	TWTH/8-9	F. HOFFMAN	C150
COS1011-1	12	20	MANNEQUIN PRACTICE	EVY/11-3	G. LOVELL	C148
COS1022-1	7	22	CLINIC APPLICATION I	M/10-3	F. HOFFMAN	C149
COS1033-1	8	25	CLINIC APPLICATION II	TWTH/9:15-3	F. HOFFMAN	C149
COS1044-1	8	25	CLINIC APPLICATION III	M/10-3	F. HOFFMAN	C149
COS1055-1	8	25	CLINIC APPLICATION IV	TWTH/9:15-3	F. HOFFMAN	C149
TDDES101-1	3	3	TOOLS, MAT & PROC I	MW/11-11:50	S. NIXON	C150
DFT 101-1	4	6	ENGINEERING DRAWING I	MW/8-9:50	R. FORD	C210
DFT 101-2	4	6	ENGINEERING DRAWING I	MW/1-2:50	A. CHARLTON	C210
E DFT 101-3	4	6	ENGINEERING DRAWING I	TTH/6:30-9:30PM	A. CHARLTON	C210
E DFT 101-4	4	6	ENGINEERING DRAWING I	MW/7-10PM	STAFF	C2118
E DFT 102-1	4	6	ENGINEERING DRAWING II	TTH/6:30-9:30PM	A. CHARLTON	C210
E DFT 103-1	4	6	ENGINEERING DRAWING III	TTH/6:30-9:30PM	R. FORD	C210
TDFT201-1	4	6	ADV ENG GRAPHICS I	TTH/8-10:45	R. FORD	C213