

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
POLICY ON CONTRACT COURSES	R-31	1 of 1	August 13, 1991

Purpose: To establish the proper procedure for registering and billing contract courses(s).

Special section numbers are to be issued for contract courses. These section numbers are: C0, C1, C2, C3, C4, C5, C6, C7, C8, C9, OR CA, CB, CC, CD, CE, CF, etc.

The Dean of the School of Education or Business will be responsible for seeing that the students apply to the University, complete a Registration Form, contact the Registrar's Office to determine which section number is to be used, and return the completed Registration Form to the Registrar's Office prior to the last date to add a course for each major semester and any minor term in which a contract course is offered.

The Business Office will not send bills to students who are registered for these sections.

Data processing will create a report that will be sent to the Director of Financial Services listing all students in each contract course section containing their name, social security number, and credit hours being granted for the course.

From this report, an invoice will be generated and sent to the organization signing the contract.

If the contract dollar amount is less than the amount of tuition generated at the per-hour rate for this course, the Director of Financial Services will adjust the difference between the contracted course amount and the actual tuition.

The Director of Student Accounts will process, for each student, the appropriate charge and credit so that the student(s) do not appear on the noncleared list and the actual amount of revenue received for tuition is credited to "tuition and fees" in the General Ledger.

By Action of Dean of Registration & Director of Financial Services on August 16, 1991.