

Student Classification

RVC Administrative Procedure (4:10.070)

Rock Valley College classifies student enrollment status based on semester credit hour enrollment for the purpose of determining eligibility for programs, services, benefits, reporting, and compliance with applicable federal and state regulations.

Purpose

The purpose of this procedure is to establish consistent enrollment status classifications for students enrolled at Rock Valley College. The various statuses are used for enrollment verification.

Scope

This procedure applies to all students enrolled in credit bearing coursework at Rock Valley College.

Department and Primary Point of Contact Involved

Department: Records and Registration

Primary Point of Contact: Registrar/Director of Records and Registration

Definitions

Enrollment Verification

The official certification of a student's enrollment status, enrollment dates, and other enrollment-related information. Enrollment verification may be provided to students or authorized third parties for purposes including, but not limited to, insurance coverage, loan deferment, scholarships, employment, military benefits, and other situations requiring proof of enrollment.

Full-Time Student

A student enrolled in twelve (12) or more semester credit hours during the fall, spring (winterim enrollment counts towards spring semester), or summer term. This classification is maintained for reporting purposes.

Three-Quarter Time Student

A student enrolled in nine (9) to eleven (11) semester credit hours during the fall, spring, or summer term. This classification is maintained for reporting purposes.

Half-Time Student

A student enrolled in six (6) to eight (8) semester credit hours during the fall, spring, or summer term. This classification is maintained for reporting purposes.

Less Than Half-Time Student

A student enrolled in one (1) to five (5) semester credit hours during the fall, spring, or summer term. This classification is maintained for reporting purposes.

Part-Time Student

A student enrolled in one (1) to eleven (11) semester credit hours during a term.

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Summer Term

The combined enrollment period consisting of summer I and summer II.

Winterim

The enrollment period between fall semester ending and spring semester beginning.

Procedure

1. Students enrolled in twelve (12) or more semester credit hours during the fall, spring, or summer term will be classified as full-time students.
2. For the spring semester, semester credit hours from winterim and spring will be combined to determine enrollment classification.
3. For the summer semester, semester credit hours from summer I and summer II will be combined to determine enrollment classification.
4. If a student is over the allotted amount of credits for a given term (18 credits for spring/fall, 7 credits for summer I and winterim, and 9 credits for summer II) a credit overload form will need to be submitted to the Registrar for approval barring student meets minimum requirements of 3.0 and 12+ credits completed. The credit overload form can be obtained by visiting the Records and Registration office.

Related Documents

Illinois Community College Board Administrative Rules
Rock Valley College Website-Financial Aid
Rock Valley College Catalog

Reference: AR 314

Implemented: April 8, 2014

Revised: July 24, 2026