

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4005

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**PROCEDURE TITLE:** Technical Manual of Procedures  
(Admissions and Records, Registration and Graduation)

**STATUTORY REFERENCE:** NA

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College

**EFFECTIVE DATE:** February 2, 1977

**LAST REVISION DATE:** January 13, 2004; October 14, 2024


**LAST REVIEW DATE:** February 20, 2024; October 14, 2024

## **I. PURPOSE**

To prescribe uniform technical procedures governing student admissions, registration, financial aid, records and other student services directly associated with the enrollment of students at Miami Dade College.

## **II. PROCEDURE**

- A. Technical procedures governing admissions, registration, financial aid, and records are provided in the Technical Manual of Procedures, which is a supplemental manual attendant to College Procedures and specifically developed for those areas, offices and personnel directly involved with student admissions, registration, and enrollment or service to students.
- B. The Manual specifies those operations and functions that are consistent throughout the College due to uniform College-wide policies and operational systems which are adhered to by all College and campus areas, offices, and personnel who are involved with the admissions, registration, and enrollment or service to students.
- C. The procedures which appear in the Technical Manual of Procedures, including new procedures, modifications and deletions, are cleared and approved through the College's Admissions and Registration Procedures Committee, or other College standing committees or administrative authority, and are attested to by the College Registrar.

	10/14/2024
<b>PRESIDENT</b>	<b>DATE</b>