Area: Instruction

Policy Name: Late Enrollment

Policy Statement: SATC recognizes that students, due to many reasons, may wish to enroll after the enrollment period. Students are allowed to enroll after classes start and this policy sets the terms and conditions for late enrollment.

Procedures: Students may enroll in courses during the first full week of classes. After the first week of classes, students must have permission from the instructor and the Vice President of Instruction.

The specific calendar deadline dates for each semester are determined by the Office of the Registrar and students must initiate their request for late enrollment with the academic advisor.

Denial of late enrollment by the academic department may not be appealed.

Students denied enrollment are not allowed to continue attending classes.

Special registration rules apply to independent study, internship, and continuing education. Such courses will be exempt from the late enrollment deadlines.

Contact: Vice President of Instruction

Related Form(s):

Adopted: September 22, 2014

Updated: