



Area: Instruction

Policy Name: Late Enrollment

Policy Statement: Students are expected to start class on the first day of class. However, the College recognizes that students, due to many reasons, may request 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: For courses 8-16 weeks in length, students may enroll in courses during the first three (3) business days of the class. The first day of class is considered the first business day. After the first three (3) business days, students must have permission from the instructor and the Chief Academic Officer. For courses less than eight (8) weeks in length, the time frame to enroll will be proportionately shortened. Courses very short in length, no late enrollment will be allowed. Students should be aware that some programs may be full and late enrollments would be denied.

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 Enrollment Specialist.

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: Chief Academic Officer

Related:

Adopted: July 1, 2009

Updated: September 22, 2014; August 8, 2018; April 26, 2022