

Late Registration Policy:

Late registration (for students without a current schedule) includes a late registration fee and begins one week prior to the official start of each session (Day, Evening, Saturday/Sunday) and continues through the first week of classes. Late registration for a course is only permitted up until the day before the course is scheduled to hold its first class meeting. Exceptions to this policy may only be approved by the College's chief academic officer or designee.

Add/Drop Period

Students with a current class schedule are not charged a late fee to modify their existing schedules during the add/drop period. Some course offerings will not permit enrollment after the first class meeting. The College's Chief Academic Officer or designee will determine on a College-wide basis which courses will not admit students after the first class meeting based upon recommendations made by the Campus Executive Deans. Otherwise, students are permitted to add a class up until the start of a class's second week (e.g. prior to the third session of a class that meets twice a week and the second session of a class that meets once a week). Exceptions to this policy may only be approved by the College's chief academic officer or designee.

Any student who enters a class after the first meeting, regardless of reason, is accountable for all course requirements including assignments and attendance.

A student may drop a course during the first three weeks of the semester during the official refund period.

Approved by Executive Council 1/7/2012