Standard Operating Procedure

Procedure Title: Late Registration and Schedule Adjustments
Procedure #: RO.015
Revision #: 002

Unit Responsible: Registrar's Office
Individual Responsible: Registrar

Effective Date: 08/19/2022

Initial Approval Date: 10/18/2019
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***Does this procedure support a Board Policy?** Yes
If yes, identify: 3.170-Student Attendance

Board policies can be found at: LCC Board of Trustees Policy Page

***Does this procedure support HLC criteria?** Yes
If yes, identify: 2B, 4A

HLC Criteria can be found at: HLC Accreditation Criteria

***Does this procedure support a State or Federal Regulation?** No
If yes, identify:

***Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**

Late Registration and Schedule Adjustments, BP 3.170

1. Purpose

To establish a consistent, College-wide procedure for late registration and schedule adjustments that will improve efficiencies and overall student success.

2. Scope

This procedure pertains to students, faculty, and staff who initiate, process, or need to communicate about late registration or schedule adjustment requests. This Standard Operating Procedure (SOP) pertains only to credit-bearing courses.

3. Prerequisites

Open late enrollment period:
Students are allowed to enroll in courses and change their schedule in Banner without faculty approval or staff assistance:

- For 16-, 15-, and 14-week courses, through the first week of the part of term.
- For 12-, 8-, and 6-week courses, through the first three days of the part of term.

Closed late enrollment period:
For those late enrollment or schedule adjustment requests special circumstances may be considered after consultation with and approval from faculty and with final approval from the Dean:

- **After** the first week of the part of term for 16-, 15-, and 14-week courses.
- **After** the first three days of the part of term for 12-, 8-, and 6-week courses.

Students must complete the student section of the Drop & Add Form and submit it via email to the respective academic department for processing. The academic department will coordinate with the faculty and Dean to obtain the required signatures for the student.

Reinstatements:

- Students may be reinstated into a course if they are dropped due to college error. For example, if a faculty member accidentally drops a student during enrollment verification.
- If a student wants to be reinstated for a course during the closed late enrollment period, special circumstances may be considered after consultation with the faculty member and with final approval from the Academic Dean.

Section Switch:

- Students may be considered for a section switch during the closed late enrollment period with the approval of the faculty members and Academic Dean.
    - The section switch must be into another like course in the same discipline. For example, changing a MATH 119 face-to-face course to an online delivery method.
    - Students may switch to a different level course within the same discipline with the approval of the Academic Dean within the first 3 weeks of a semester. For example, a student moving from CHEM 151 to CHEM 125.

Waitlists:

- Students may join the waitlist if registration for a course section is full.
- Waitlists will be closed for students the day prior to the end of the open late registration period for each part of term.

4. Responsibilities

The Registrar's Office – responsible for preparing and implementing the late registration and schedule adjustments procedure.

Faculty – responsible for assessing the circumstances and student's ability to be successful in the course as well as initial approval during closed late registration when approached by the student.

Academic Dean – responsible for final approval during closed late registration.

5. Procedure

1. For enrollment or schedule adjustment during the open late enrollment period, students may log into Banner to complete registration. Additional registration and help videos are located on the Registration webpage.
2. For enrollment or schedule adjustment during the closed late enrollment period, the student must complete the student section of the Drop & Add Form found on the Registrar's Forms webpage.

    a. Students making schedule adjustments should consider Financial Aid implications. Students making schedule adjustments during the closed late registration period should contact Financial Aid.
3. The student submits the completed form to the respective academic division or department office.
    a. Schedule adjustments during the closed late enrollment period require approval from both the faculty member and the Academic Dean.
4. The Academic departments will process the Drop & Add Form directly and/or will submit the form to the Registrar's Office (registrar@lcc.edu) for processing.
5. The student will be notified either in person or via LCC email once the request has been processed.

6. Reference

N/A

7. Definitions

Open Late Enrollment: When students are able to enroll themselves in courses after a given part of term has begun.

Closed Late Enrollment: When students need appropriate permissions to enroll themselves in courses after a given part of term has begun.

Part of Term Dates: The academic calendar dates of any given course.

Schedule Adjustment: Any student-initiated change in enrollment during open late enrollment period and closed late enrollment period.