

Late Registration and Schedule Adjustments:

1. Purpose

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

2. Scope

This procedure pertains to for-credit courses and is relevant for all students, faculty, and staff who either process late registration or schedule adjustment requests or need to communicate late registration or schedule adjustment guidelines to students.

3. Essential Information

Late registration without any prior registration activity for the current semester is not allowed at Lansing Community College.

Examples of registration activity include:

- A student registered in a section for the current semester
- A student dropped a section during the current semester
- A student was on a waitlist for a section during the current semester

Schedule adjustments are allowed within the first week of each part of term for students who do have prior registration activity for that semester. Special circumstances may be considered after consultation with the faculty and the Academic Dean. Adding an additional course, switching sections, and being reinstated into a section in which the student was previously registered in are all examples of schedule adjustments.

The drop/add form requires approval from both the faculty and potentially the Academic Dean once the section has started.

Reinstatements:

- Students may reinstate into a course if they are dropped due to college error. For example, if a faculty member accidentally drops a student during enrollment verification.
- Special circumstances may be considered after consultation with faculty and with final approval from the Academic Dean.
- Student must follow the correct steps for processing the late registration request.

Section Switch:

- Students may be considered for a section switch 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.

- Student must follow the required steps for processing the late registration request.

Waitlists:

- Waitlists will be turned off for students the day prior to classes beginning for each part of the semester.

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 after a schedule adjustment as well as initial approval of the schedule adjustment when approached by the student

Academic Dean- responsible for final approval of the late registration and schedule adjustments

5. Procedure

1. The student must complete the student section of the drop/add form found on the [Registrar's Forms Page](#)
 - a. Students receiving financial aid should contact the StarZone or the Financial Aid Office to determine the impact of the schedule adjustment prior to submitting the add/drop form.
2. The student submits the completed form to the respective academic division or department office.
 - a. Schedule adjustments during the first week of the teaching period only require approval from the faculty.
 - b. Schedule adjustments during the second week of each teaching period requires approval from both the faculty and the Academic Dean.
3. The Academic departments will process the drop/add form directly and/or will submit the form to the Registrar's Office at registrar@lcc.edu for processing.
4. The student will be notified either in person or via LCC email once request is approved and processed.



Lansing Community College - Standard Operating Procedure

SOP Name: Late Registration and Schedule Adjustments
SOP #: RO.015

Name of Committee: *Academic Procedure Advisory Committee*
Individual Responsible for SOP: *Registrar's Office*

Effective Date: Spring 2020

Initial Approval Date: October 18, 2019
Last Review/Update Date: August 17, 2020
Next Review Date: October, 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**
If yes, identify: College Operating Policy

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](#)

***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.**