

POLICY TITLE: LATE ENROLLMENT FOR FACE-to-FACE CLASSES

I. Purpose

In order to maximize student success, the college has created the following Late Enrollment Policy for students who want to enroll in a face-to-face class after the class has started, whether or not there are seats available.

II. Scope

Students wanting to enroll in a face-to-face class whose first class session has not yet started may enroll in that class as long as they meet the prerequisites or are otherwise qualified to enroll in that class and as long as there are seats available. Students will use the normal registration process, and no permission is needed by the instructor or an administrator.

III. General

The following table indicates the approvals needed for late enrollment:

Length of Class	Instructor's Permission	Instructor and Dean's* Permission
15 weeks or greater	First two weeks	Third week and beyond
14 weeks or fewer	First week	Second week and beyond

* Approvals must be obtained in the order listed (Instructor then Dean). In addition, given the amount of class time and work missed, late enrollments of this type will be rare and will be granted under exceptional circumstances.

For face-to-face classes with no available seats (that is, closed sections):

Beginning on the first day of instruction, if there are seats available in the section due to registered students' not being present, students will be permitted to enroll in a closed section according to the following procedure: Students whose names are on the official college waitlist and who are present in class will be added to the class in the order in which the students' names appear on the waitlist. If additional seats remain

available after the waitlisted students have been added to the section, other students who are present in class may be added to the section provided that they are eligible to register for the class. Faculty will use a randomized procedure to add these students.

Please note: Waitlisted students who are not present for the class session will be dropped from the waitlist.

Revised: June 16, 2014