



#### Administrative Policy

<b>Policy Type:</b>	<b>Late Enrollment</b>
<b>Policy Number:</b>	2810
<b>Date Adopted:</b>	6/20/2010.
<b>Version:</b>	9.00
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	07/23/2023.
<b>Office Responsible:</b>	Registrar
<b>Reviewing Committee:</b>	Academic Council
<b>Related Policies:</b>	NA
<b>Related Laws:</b>	NA

#### **Policy Summary:**

Students who register late into courses that have already started are shown to have a higher withdrawal and failure rate than students who register prior to the beginning of the course. With additional courses starting at varied times in the semester, students have options to register into courses without missing class meetings.

#### **Scope:**

Applies to all Jackson College (JC) students and all course enrollments

#### **Definitions:**

Add/drop Period: A student may meet with their navigator to discuss options of initiating a course addition up to the day prior to the first meeting of the class (Note: JC staff may manually register students for courses up to the start time of the class). A course drop is allowed up to and including the census date established for the course (except for full fifteen-week courses).

Online Course Start: Online course sections are considered to start at 12:00 am on the first day of the class.

#### **Policy Statement:**

JC students, without a current schedule, are not permitted to register for courses that have already started. Students shall be encouraged to register for late start classes.



Students, with a current schedule, may register for courses that have begun if they meet one of the following criteria:

- Instructor permission,
- Section switch, or
- Dean approval for documented extenuating circumstances.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
01/25/2012	1.0	Clarify definition and staff capacity to late enroll	R. Klee
02/08/2012	2.0	Clarify the requirement of having an existing schedule per LC discussion and recommendation	N. Miller
04/09/2012	3.0	Reviewed by A.C. for inclusion of new exceptions.	R. Woods
08.29.2012	4.0	LC Review and Approval	R.Woods
7/21/2014	5.0	Updated Logo and College Name	Z. McNitt
06/09/16	6.0	Annual Review	Z.McNitt
07/24/17	7.0	Updated language to reflect new course add process; including student success navigator as E-Services is now disabled	Z. McNitt



04/06/20	8.0	Review	Z.McNitt
07/27/23	9.0	Update Census Language	Z.McNitt