

<b>Registration Procedure</b>	Procedure Number	3.3P
	Effective Date	June 28, 2011

### 1.0 PURPOSE

In accordance with Board Policy 3.3 Registration, the purpose of this procedure is to outline registration, schedule changes (add and drop), withdrawal, and drop for non-attendance parameters for all students at LCCC.

### 2.0 REVISION HISTORY

Adopted on: 6/28/11

Revised on: 6/2/20 by Temporary Executive Order through 10/7/20

### 3.0 PERSONS AFFECTED

Students, faculty, and staff are affected by this procedure.

### 4.0 DEFINITIONS


- A. *Academic Advisor* – A full-time professional staff member assigned to holistically assist and support students with academic guidance, career exploration, and life-choice decisions.
- B. *Add* – The action a student takes to enroll in a class or classes after the first day of class.
- C. *Calendar Blocks* – The length of time and start date associated with course offerings during a semester. Blocks that start at the beginning of the semester are labeled “A” while blocks that start later are labeled “B”. The number associated with the block label indicates the number of week, such as A16 or B12.
- D. *Current Student* – An individual enrolled in credit-bearing classes at LCCC.
- E. *Drop* – The action a student takes to remove a class or classes from his/her schedule before the published last date to drop without a W grade for the course.
- F. *Drop for Non-attendance* – The action a faculty member takes to report and remove a student who did not attend during the first week from the official course roster.
- G. *New Student* – An individual who has never attended a postsecondary institution following high school completion, and who has not previously registered for or attended classes at LCCC.
- H. *Open Registration* – The period of time when all students may register for the next available semester.
- I. *Priority Registration* – A designated period of time when only currently enrolled students may register for the next available semester.

- J. *Registration Restriction* – A code placed on the student’s record in the student information system to prevent registration. Once conditions necessary for continued enrollment have been met, the student restriction code on the student’s record will be end dated, re-instating the registration rights.
- K. *Returning Student* – An individual who has not been enrolled at LCCC for one or more semesters and is choosing to return.
- L. *Waitlist* – The mechanism whereby students can indicate their interest in registering for a class that has already met its maximum seat load capacity.
- M. *Withdrawal* – The action a student takes to remove a class or classes from his/her schedule after the published last day to drop without a W grade.
- N. *Withdrawal After the Deadline* – The student appeal process to retroactively withdraw from a class or all classes after the last day to withdraw as designated in the College academic calendar for documented extenuating circumstance.

## 5.0 PROCEDURES

- A. Registration, Schedule Changes (Add and Drop), and Withdrawal
  - 1) Current, returning, and new students may register online or in person at any of the college’s campuses for any course for which they qualify and in accordance with published registration dates, which includes priority and open registration.
    - a. Current students may register during priority registration.
    - b. All students may register during open registration.
    - c. Students with a registration restriction may not register until the condition for the restriction is resolved.
  - 2) After initial registration, students may add and drop online or in person within the published dates for adding/dropping.
    - a. Students may add full semester classes, block classes, or classes that are less than a full semester in length up to the day before the block starts.
    - b. After the block has started, students may add a class when the first class meeting has yet to occur with an advisor or faculty member signature as long as there is capacity in the class.
    - c. After the class has met for the first time, students may not enroll in the course. Exceptions are handled on a case-by-case basis. Students must submit an Add-Drop form signed by the instructor to add a class only if the student was present for the first class meeting, or the student is seeking to change sections and both sections are taught by the same instructor.
    - d. Students with extenuating circumstances not otherwise stated must have the approval of an Advisor, Dean, and Registrar to add a class after the first class meeting.
  - 3) Students may choose to place themselves on a waitlist for a class that is full. Students are notified via their College email when they have permission to register for the waitlisted course. It is the student’s responsibility to register for the waitlisted class within 24 hours of date on the permission email. If the waitlisted student does not register within the designated period, the student’s name is removed from the waitlist and permission is extended to the next student on the waitlist.
    - a. Waitlists close the day before the class starts. Students left on the waitlist who want to register for the class must follow the steps outlined in A2a-d.

- 4) Students who withdraw from a course after the last day to drop receive a “W” grade on their transcript for the course. The “W” grade period is prorated for courses less than a full semester in length.
  - 5) Students may completely withdraw from the college in accordance with the published withdrawal dates with appropriate signatures and authorization. A “W” grade is recorded on the transcript for each course from which the student withdraws.
    - a. Students who completely withdraw from all courses are required to meet with an Academic Advisor and consult with a representative in Financial Aid prior to withdrawing. A signature from an Advisor is required to process the withdrawal.
  - 6) Students may request to withdraw after the deadline from one or more classes, or to withdraw from all classes, after the published withdrawal date for the course(s). A “W” grade is recorded on the transcript for each course from which the student withdraws.
    - a. Students who wish to withdraw after the deadline are required to submit the request to the Office of the Registrar for consideration. Failing grades are not an acceptable reason to request to withdraw after the deadline.
      1. Requests to withdraw after the deadline are reviewed by a committee of Academic Deans, Registrar, and Financial Aid Director.
      2. Students are notified of the determination by College email within 10 business days.
- B. Drop for Non-Attendance**
- 1) Students who never attended during the first week of class are removed from the official course roster by their instructors through the drop for non-attendance process.
    - a. Faculty must report students who never attended during the first week of class through the online process designated by the Office of the Registrar. Attendance is determined as follows:
      1. A face-to-face course, students physically present in class are considered to have begun attendance.
      2. An online course, students submitting coursework are considered to have begun attendance.
      3. A hybrid course, students physically present in class or submitting coursework are considered to have begun attendance.
    - b. Non-attendance submissions are due to the Office of the Registrar by the designated deadline each semester.
    - c. Students who are removed for non-attendance will not be charged tuition and fees for the course and the course will not appear on the student’s transcript.
    - d. Faculty may not initiate to drop or withdraw a student from a course outside of the drop for non-attendance process.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jennifer G. Hargett, Enrollment Services Dean	4/15/11
Approval by President’s Cabinet		6/28/11
Approval by President (Signature)		6/28/11