

Registration Procedure	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 parameters for all new and returning students at LCCC.

2.0 REVISION HISTORY

Adopted on: 6/28/11

3.0 PERSONS AFFECTED

Students, Faculty, Staff


4.0 DEFINITIONS

- A. *Entering Student* – An individual who has been admitted to LCCC, but who has not previously registered for or attended classes at LCCC.
- B. *Student* – An individual who has attended classes at LCCC
- C. *Applicant* – An individual person who has filed an Application for Admission with LCCC, but has not yet been admitted and registered for classes.
- D. *Waitlist* – The mechanism whereby students can indicate their interest in registering for a class that has already met its maximum seat load capacity.

5.0 PROCEDURES

- A. Current students and entering students may initially 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.
 - 1) After initial registration, students may add and drop online or in person within the published dates for adding/dropping.
 - 2) Students that wish to drop a course after the 12% point in the semester will receive a “W” notation on their transcript.
 - 3) Students dropping courses after the mid-point in the semester will be required to obtain written authorization from the division dean responsible for that course. Failing grades are not an acceptable reason for the authorization of a late withdrawal.
- B. Students may choose to place themselves on a waitlist for a full class. Students will be notified via EaglesEye email when permission has been given to register for the waitlisted course. It is the students’ responsibility to accept the waitlisted class within 24 hours of receiving this notice.
 - 1) Waitlisted students will be given priority. However, after the first day of the semester/class, other students may obtain permission from faculty to register by filling out a Change of Registration form at any LCCC campus registration location.

- 2) If the waitlisted student does not accept within the designated time frame, they will be removed from the waitlist and permission will be extended to the next student on the waitlist.
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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