

TITLE: LATE REGISTRATION

POLICY NO: 1-37

EFFECTIVE DATE: 08/08/06

VCCS POLICY NO: [6.2.2](#), [8.3.0](#)

REVISED DATE: 05/30/17

I. Purpose:

To ensure student success within the classroom and the effective management of student enrollment processes at the college.

II. Definitions:

Extenuating circumstances: instances where the student's schedule has been impacted by an administrative error, including inaccurate advising of students on course and/or curricular requirements, failure to process financial aid in a timely manner, failure to process payment of bill in a timely manner, and inaccurate attendance reporting/certification.

Extenuating circumstances do not include a student's failure to do any of the following:

- pay complete balance of tuition either before or after classes begin
- submit financial aid documents by requested deadlines
- complete any enrollment transactions within the appropriate timeframe

Last day to drop classes with a tuition refund: the day that represents the completion of fifteen percent (15%) of the term. The last day to drop with a refund for each standard term is published in the college's academic calendar.

Late add: any schedule additions that occur after the normally scheduled last day to add a class. Late-adds can be initiated by the student or the college.

New enrollment: any enrollment activity that establishes a schedule. This includes enrollment for the first time, or any enrollment occurring after a schedule has been cancelled for insufficient funds.

Schedule adjustment: a change made to a student's current class schedule that occurs during the first week of classes. Schedule adjustments may include adding a class to a previously established schedule, dropping a class, or switching of classes.

III. Policy:

In an effort to provide each student with the optimal chance at success in each of his/her courses, J. Sargeant Reynolds Community College (Reynolds) has adopted the following provisions regarding enrollment in courses for any term or session.

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- A. Enrollment in courses shall occur during the designated periods of priority and open registration.
- B. There shall be no new enrollment activity to occur during the first week of classes for any term or session in any given semester.
- C. The first week of classes for any term or session shall be designated for schedule adjustment only.
- D. The college may register students (who have established schedules) for courses during the first week of classes in those instances where it is administratively reasonable (e.g., late cancelled classes, Nursing program wait list adjustments, etc.).

IV. Procedures

Appeals

The college recognizes that in some instances an exception to this policy is warranted. Exceptions to this policy may occur in those instances where the college has impacted a student's ability to successfully enroll in a course. Students wishing to appeal this policy (and request new enrollment in a course) must submit a request in writing. The appeal should be addressed to:

Vice President of Student Affairs
Office of Student Affairs
Reynolds Community College
P.O. Box 85622
Richmond, VA 23285
email: vpsa@reynolds.edu

The appeal should indicate the course(s) affected, which includes the following:

- the course index and number (e.g. ENG 111),
- reference number,
- section number,
- instructor name

Students may submit their appeal directly to the email address (above) or submit the appeal (or [JSRCC Form No. 11-0034](#)) to any Enrollment Services office on any campus. Upon receipt of the appeal, the vice president of student affairs or designee will review the appeal to determine:

- if the student submitted all appropriate applications on time (e.g., application, financial aid application, etc.);
- if the student attempted to enroll in classes prior to the start of classes;

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- if the student's failure to successfully enroll was the result of an administrative error by the college. If there is room in the class for the late add.

Upon completion of the review, the VPSA, or designee, will confer with the vice president of academic affairs and issue a decision to the student by way of email to the student's school account. If approved, the student will be contacted by the Admissions & Records office and made aware of the process to pay for the course.

Documentation of the decision for a late add will be maintained electronically for three (3) years. Decisions on requests are final.

For any student whom a re-instatement in class is issued, [JSRCC Form No. 11-0034](#), Late Add Request, will be completed and submitted to the Central Admissions & Records Office for processing of the enrollment in the course.

V. Other Information:

[JSRCC Form No. 11-0034](#), Late Add Request