

Late Registration Policy

BOT Approved: May 21, 2019 and April 19, 2022
(Procedures were added by CASC Spring 2023 and approved by Compliance and President August 2023. Board reviewed August 15, 2023).

GARRETT COLLEGE MISSION:

Garrett College provides an accessible, quality and comprehensive educational experience in a supportive environment to a diverse student population in both traditional and non-traditional settings. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world. The College respects and cares for students as individuals and as members of diverse groups, and supports their aspirations for a better life.

PURPOSE:

National and in-house data demonstrates that students that start the semester late, after classes are in session, often perform poorly by traditional markers such as midterm grades, term grade point average, cumulative grade point average, retention, persistence, and degree completion. By enrolling late, students are faced with many challenges. In nearly all cases of late registration at Garrett College, students miss mandatory orientation, do not attend a new student advising day, and may miss up to the first two class sessions of each course on the schedule.

Furthermore, they are often late in purchasing textbooks and course materials, retrieving network credentials, retrieving student identification cards, and completing FAFSA or other necessary payment arrangements. It is safe to say that under most circumstances, it is not in the best interest of the student to initiate registration in a semester once classes are in session for the semester.

Many institutions have a published 'last day to register' that occurs either immediately before the semester begins, or partway through the add/drop period. Other institutions administer a late registration fee for registrations through the add/drop period in an effort to curb students from waiting until this time to enroll.

POLICY STATEMENT:

The published last day for a student to initially register for classes in a fall, winter, spring, or summer semester shall be the day prior to the start of that semester. Students wishing to enroll for the first time in a semester after this date may only do so through the “semester day” indicated below and must meet all of the following criteria.

Semester day:

- The unpublished final date for a student to initially register for classes in a fall or spring semester shall be the third day of the term (i.e. if the term begins on Wednesday, deadline is close of business Friday).
- Due to the shortened semester, the unpublished final date for a student to initially register for classes in a winter semester shall be the first day of the term.
- Due to the shortened semester, the unpublished final date for a student to initially register for classes in a summer semester shall be the second day of the term.

Criteria:

- Must be accepted to the institution and meet all requirements to enroll as a degree seeking student as determined by the Garrett College Admissions office.
- Must have already completed placement assessment or meet one of the exemptions to placement testing.
- Must demonstrate financial ability to pay bill prior to registration. Financial Aid award estimates to be determined by the Financial Aid Office and Business Office to assess payment amount due at registration. Student is expected to pay in full, part or establish a payment plan. Student should have a current FAFSA processed prior to registration, to accurately evaluate funding. Once registered, student is responsible for all charges incurred and not covered by Financial Aid funds.
- Must have secured housing at point of registration. If on-campus housing is required, student must have already passed the background check. On-campus housing is contingent upon availability.

SCOPE OF POLICY:

This policy applies to all degree-seeking, credit students of Garrett College wishing to enroll for the first time in that term. This policy does not apply to course adds or drops, enrollment in late start courses, enrollment in special population programs (i.e., college in the high school, Backbone Youth Center, etc.), or students re-enrolling following a drop for non-payment or other reenrollment in that term.

PROCEDURES:

- The published last day to register shall be printed in the Academic Calendar.
 - In the event of college closures (not delays or early dismissals), the unpublished last day to register may be adjusted.
 - Once the published last day to register has passed, students may only request *late registration* through the unpublished “semester day” established above.
 - There will be no registration after the unpublished “semester day” has passed.
1. Students requesting late registration shall be referred to the Director of Advising & Academic Success (or designee).
 2. The DAAS will guide student to initiate communications with appropriate offices (admissions, financial aid or business office, and housing if required).
 3. The DAAS will coordinate the evaluation of a student’s eligibility for late registration. The process will flow as follows, terminating at any point of ineligibility:
 - a. Consult with Admissions regarding Admissions requirements.
 - b. Consult with AASC regarding placement assessment.
 - c. Consult with Financial Aid (if applicable).
 - d. Consult with Business Office (if applicable).
 - e. Consult with Housing (if applicable).
 4. After consultation, the DAAS will make the final determination as to whether the student has met the criteria to enroll and will notify other departments of outcome.
 - a. If eligible for late registration, DAAS will coordinate an advising appointment.
 - b. There is no further appeal to the DAAS decision.