

**ESCC POLICY  
Late Registration**

**Effective Date:** November 2016  
**Responsible Office:** Academic and Student Affairs

**I. PURPOSE**

To establish Eastern Shore Community College's policy regarding late registration and the schedule adjustment period. Issuance serves to notify ESCC students and employees of the policy.

**II. AUTHORITY**

The President has given the Vice-President of Academic and Student Affairs (VPASA) the responsibility and authority to establish and enforce the college's late registration policy.

**III. APPLICABILITY**

This policy applies to all ESCC students.

**IV. DEFINITIONS**

**Schedule Adjustment** – Adding or dropping a class(es)

**Schedule Adjustment Period** – Five (5) business days after the first class of a course

**V. POLICY**

Registration for classes ends at 11:59 PM the day before classes begin each semester. Anyone who has not registered and enrolled may not do so after this date.

Students who are already registered and enrolled by the first day of classes may adjust schedules by adding or dropping a class(es) during the Schedule Adjustment period, which is five (5) business days after the first class of the specific course has been held

Faculty may request schedule adjustments (adding classes) based on student circumstances. Such request must be approved by the VPASA.

**VI. PROCEDURES**

This policy is intended to allow students to:

- o switch sections of the same class
- o add a class
- o drop a class in which they should not have been enrolled (i.e., a class not in their program of study) and add a class to replace it
- o add back a class which was dropped for non-payment

Students may make schedule adjustments during the schedule adjustment period noted above by working with the instructor of the specific class they are adding or dropping or their advisor. The instructor should encourage the student to check with the Financial Aid Office to determine any impacts to a student's financial aid resulting from a schedule adjustment. An instructor's signature is also required for any schedule adjustment.

Students on waiting lists for full classes are automatically added to the class if/when seats become available. This can occur through the end of the Schedule Adjustment Period and does not require an instructor's signature.

**VII. INTERPRETATION**

The authority to interpret this policy rests with the President, and is generally delegated to the Vice-President of Academic and Student Affairs

Approved:

  
Linda Thomas-Glover, President

Date

11/15/16