



EDUCATION POLICY LATE REGISTRATION

EFFECTIVE: November 1980
REVISED: January 2011
RELATED POLICIES:

POLICY

The College Calendar specifies registration dates for programs. Late registration of a learner into a course or program outside the specified dates will be at the discretion of the Dean in consultation with the Chair and the Instructor(s).

PROCEDURE

The learner contacts Student Services who directs the learner to the Dean.

1. The Dean will contact the appropriate Chair / Program Leader or Instructor(s) of the department to inform them that additional learners are requesting entry into the specified course or program.
2. The Dean will consult with the appropriate faculty regarding the request to consider allowing the late applicants entry into the course or program.
3. The decision to allow late registrants in to a course or program will be communicated to the applicant by the Dean through the Recruiter.