I. **Policy Section**

8.0 Students

II. **Policy Subsection**

8.21 Blocking Late Enrollment

III. **Policy Statement**

GRCC will not allow students to enroll in a class after midnight of the day before the class meets for the second time.

IV. **Reason for the Policy**

This policy does the following:

- It allows for limited swaps if the second class has not met.
- It promotes student attendance in the first class.
- It promotes student responsibility and planning.
- It facilitates building a learning community from the start of a class.

Also, this change can be managed with technology, and prior experience of tightening enrollment resulted in no major issues.

V. **Entities Affected by this Policy**

- Students
- Faculty
- Enrollment Staff

VI. **Who Should Read this Policy**

- Staff
- Students
- Faculty

VII. **Related Documents**

- GRCC Catalog

VIII. **Contacts**

- Registrar’s Office
IX. **Definitions**  
N/A

X. **Procedures**  
*Under Development-- The Provost Office will charge the Dean of Student Affairs Office to develop a plan for implantation no earlier than Winter 2014.*

XI. **Forms**  
N/A

XII. **Effective Date**  
May 2012

XIII. **Policy History**  
AGC Approved April 2012

XIV. **Next Review/Revision Date**  
Initiation of review process—Winter 2016  
Completion of review/revision—Winter 2017