

BLOCKING LATE ENROLLMENT

I. Policy Section

8.0 Students

II. Policy Subsection

8.21 Blocking Late Enrollment

III. Policy Statement

GRCC permits the late registration of students in classes until 11:59 pm on Friday following the start of the semester for classes that run the full length of the semester (14 weeks). GRCC permits the late registration of students in classes until 11:59pm on the second school day following the start of an accelerated session (any class meeting less than the full 14-week semester span). These dates are published on the Academic Calendar.

Missed class as a result of enrolling after the class begins still apply toward the 14-day absence rule and any course requirements. Students are responsible for contacting their instructors regarding absences in accordance with the attendance policy (8.8)

IV. Reason for the Policy

This policy does the following:

- Reflects the changing composition of course modality and schedule offerings (incorporates hybrid, online, and accelerated classes).
- Provides a clear deadline for late enrollment, promoting student attendance early in the semester and balancing student success.
- It promotes student responsibility and planning.
- It facilitates building a learning community from the start of a class.
- It addresses late enrollment proportionally based on the variety of class meeting patterns

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

- a. Deadline to register: the last date a student can add a class to their schedule for a given term. This is marked in the online center class enrollment deadlines as the "last date to enroll".
- b. Attendance: references to attendance should be checked against the requirements in GRCC's attendance policy (8.8). Attendance requirements relate to the scheduled class dates, and students are subject to the 14-day absence rule outlined in the attendance policy of classes missed prior to registering in the class.
- c. Administrative drop: A DR may be assigned by the Registrar's office if a student ceases to attend a class in accordance with the Attendance Policy, or other instances as determined by the Registrar's office where an administrative withdrawal is required. There is no impact on the student's GPA for receiving a W or DR grade in the Grand Rapids Community College grading system; however, other institutions may have different policies governing the impact of W or DR grades on transfer student acceptance and/or their calculated GPA. In addition, W or DR grades may have a negative impact on financial aid eligibility.

X. Procedures

- a. Students must register by the deadline to register in classes, this deadline is viewable in the online center search for classes (additional information).
- b. Deadline to register for 14-week classes is 11:59pm the Friday following the date classes begin.
- c. Deadline to register for classes less than 14 weeks is 11:59pm the second day of any accelerated or non-standard session (12, 10, or 7 weeks).
- d. Students may register themselves in classes via their student online center in the add/drop tile or in the Navigate academic planner. These tools are accessed through your [MyGRCC login](#).

- e. Students should not expect to be added to classes after the last date to enroll. However, if a student is seeking an exception due to extenuating circumstances the instructor of the class must approve the add. Depending on the modality or section of the class, additional approvals may be required from the Department, Associate Dean, or Faculty Association. Approvals to be added may be sent to registrar@gccc.edu from the approver.

- f. Students are expected to all attend classes following enrollment in the class. Any missed classes do count toward the 14 day absence rule. Students reported as not attending for 14 days and have not reached an agreement for missed participation and work with their instructor with be issued an administrative drop (DR) for the class.

XI. Form
sN/A

XII. Effective Date
May 2012

XIII. Policy History
AGC Approved April 2012
AGC Approved Revision January 2022

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