



Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Registration after Census Date

Effective: 7/1/13

Approved: 2/5/14

Revised: 12/17/13

Reference:

Purpose: To define guidelines for registration after the census date (late registration)

Scope: Applies to registrations attempted after the census date

Attachment: Late Registration After Census Form

Policy for Late Registration

- If a student was registered for a course, was correctly dropped for non-attendance, and is requesting re-enrollment in that course, the student will need to apply for late registration. This will require a detailed explanation from the student, along with the signatures of the Dean of Instruction, and the Vice President of Administrative Services on the *Late Registration Form*. (Please see guideline titled ***Drop for Non-Attendance*** for further information).
- If a student has attended, but was incorrectly dropped for non-attendance by the instructor, the student will be allowed to re-enroll in the course after obtaining the signature of the instructor on the *Late Registration Form*.
- If the student has attended, but never registered for the course, and the census date has past, the student will only be allowed to register after obtaining three signatures:
 - The Instructor
 - Dean of Instruction
 - Executive Director of Enrollment Services

The student will not receive COF and the tuition must be paid in full by the student immediately. If the student fails to obtain one signature they will not be registered for the course.

- If the student has not attended but wants to register for a course after the Census date, the student will be required to follow the same procedure as that of the student requesting re-enrollment in a course after a drop for non-attendance (first bullet above).