



Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Schedule Changes: Class Registration, Drops & Withdrawals

Effective: 7/1/13 **Approved:** 3/18/14 **Revised:** 3/18/14

Reference:

Purpose: To outline the different forms of schedule changes

Scope: Applies to all forms and methods of registrations, drops and withdrawals.

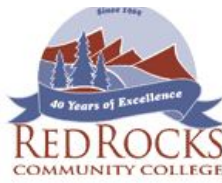
Attachment: Registration/Schedule Change Form; Student Payment Agreement

Types of Schedule Changes and Their Requirements:

Registration, Drop or Withdrawal in Person

- Students must present a valid *picture* ID:
 - Colorado driver's license
 - Colorado identification card
 - A valid U.S passport
 - Out-of-State driver's license
 - Foreign passport
 - Military Id/ Access Card
 - Valid I-551
 - Valid EAH
 - Refugee/ Asylee I-94
 - BIA identification card
 - VA card
 - Temporary Resident card

- It is the responsibility of the student to register him/herself for classes.
- RRCC Admissions will not allow anyone to act on the behalf of the student unless they have Power of Attorney.
- For registrations, the student must accept and sign the *Student Payment Agreement*.
- All drops must be completed on or before the published census (drop) date.
- All withdrawals must be completed on or before the published withdrawal date.
- Time conflicts in schedules will be overridden provided the overlapping time is no more than 5 minutes.
- Maximum of 18 credits per semester can be over-ridden with written approval from an advisor.



Registration, Drop or Withdrawal Via Email

Schedule change requests can be made via email provided the following criteria are met:

- Email must be received from the student's school-issued account
- For registrations, the student must accept and sign the *Student Payment Agreement* online, or fax a completed and signed copy of both sides of the Agreement.
- Emails must include:
 - Student ID number
 - Student Name
 - Specific course number (CRN), 3 letter + 3 digit designation (ex. MAT 121), along with the course title.
 - Instructions for what the student is trying to do (register/drop/withdraw/waitlist)
- In compliance with FERPA requirements, RRCC Admissions department will not accept or act upon a schedule change request originating from any personal email account.
- All drop requests must be received on or before the published census (drop) date.
- All withdrawal requests must be received on or before the published withdrawal date.
- Time conflicts in schedules will be overridden provided the overlapping time is no more than 5 minutes.

Registration, Drop or Withdrawal Via Fax

Schedule change requests can be made via fax provided the following criteria are met:

- The request must include a copy of the student's driver's license or State ID – enlarged by 200%.
- For registrations, the student must accept and sign the *Student Payment Agreement* online, or include a completed and signed copy of both sides of the Agreement in the faxed registration request.
- Faxed requests must include:
 - Student ID number
 - Student Name
 - Specific course number (CRN), 3 letter + 3 digit designation (ex. MAT 121), along with the course title.
 - Instructions for what the student is trying to do (register/drop/withdraw/waitlist)
- All drop requests must be received on or before the published census (drop) date.
- All withdrawal requests must be received on or before the published withdrawal date.
- Time conflicts in schedules will be overridden provided the overlapping time is no more than 5 minutes.