

## **Registration Policy**

Several weeks prior to the beginning of the fall, spring and summer semesters, an early registration for continuing students is scheduled for convenience of the student and as an indicator to the divisional chairpersons as to what courses might be added for the semester. Following early registration, the open registration period goes into effect until the start of classes. Students who register after the start of classes must pay a late fee.

### **Late Registration Fee**

Late registration fees are assessed as follows:

First Week of Classes	\$17
Second Week of Classes	\$34
Third Week of Classes	\$51
Fourth Week of Classes	\$69

Late enrollment for credit will not be allowed after the second class meeting without the instructor's signature. All students must have the signature of either their advisor, the divisional chairperson, or program director, or the member of the Student Services Division in order to register.

Passed: Faculty Senate Handbook 12/95