
	Title: Late Registration in Independent Learning (IL) and Learning Contract (LC) Courses Procedure	Procedure# PRO-309 Revision # 0.0
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### 309.1 PURPOSE

The purpose of this procedure is to ensure that students are prepared early enough to be successful in completing their courses. Typically, students who enroll in IL courses early are more likely be prepared for the course, receive their book for the course, communicate with the faculty member in advance, and pass the course.

In addition, requiring faculty permission will alert faculty to a student enrolling late and provide the faculty member the ability to approve this late registration.

### 309.2 BACKGROUND

Independent Learning courses are available for students who may not be able to take traditional face-to-face courses. These courses provide student access to courses they may not otherwise be able to enroll in. The structure of how these courses were offered and the procedure for late enrollment has evolved over time.

Data shows that students who enroll before the first day of classes have a higher success rate than students who enroll during the third week of the quarter. This data supports this procedural change.

### 309.3 RESPONSIBILITY

It is the responsibility of the Registrar and Enrollment Services staff to ensure the policy and procedure are followed in relation to late registration of IL and LC courses.

### 309.4 PROCEDURE

The deadline to enroll in IL or LC classes is the Tuesday of the third week of the quarter. Permission of the instructor is required beginning the 2<sup>nd</sup> week of the quarter (blue-slip registration) and ending on the Tuesday of the third week.

There are three distinct registration periods once late registration starts. Late registration begins during the first week and students can make changes to their schedule without faculty permission. The second week is blue-slip registration which requires faculty permission for all courses (including IL). The third week of the quarter is only for Independent Learning (IL) courses and Learning Contracts (LC) which now ends on Tuesday.