



## Procedure 501-03 Registration Information

Sponsor: Registration and Enrollment Services

### **Purpose**

The following procedure clarifies registration practices.

### **Definitions**

Instructor Approval is a signed approval from the instructor on an add form, or via electronic methods, allowing the student to register beyond the open registration period.

Drop without Record cancels registration in a course; the course enrollment does not appear on the student's transcript.

Deadline to Withdraw is the latest date on which a student may initiate a withdrawal.

### **Procedure**

Students must be admitted to Coconino Community College before registration. (See Procedure 501-01 Admission Requirements Procedure)

Payment, or payment arrangements, must be made at the time of registration. (See Procedure 208-02 Tuition and Fee Payment Procedure)

Add/Drop Timelines:

1. Open registration follows the below schedule. Instructor approval is required thereafter.
2. A student-initiated drop without record is not recorded on the academic transcript.

Procedures for withdrawing from courses and terms are found in Procedure 501-11 Withdrawal Procedure.

Students are responsible for adding and dropping classes by deadlines. Refer to the Add/Drop/Withdraw Schedule on the next page.

Fall and Spring Terms – Add/Drop/Withdraw Schedule\*

<b>Fall and Spring Terms</b>	<b>Open Period to Add</b>	<b>Deadline to Add with Instructor Approval</b>	<b>Deadline to Drop without Record – Aligns with 100% Refund</b>	<b>Deadline to Withdraw with Record (W)</b>
16 Weeks	Through Day 2 of Term	Day 7	Day 7	Week 14 - Friday
12 Weeks	Through Day 2 of Term	Day 7	Day 7	Week 10 – Friday
1st 8 Weeks 2nd 8 Weeks	Through Day 2 of Term	Day 5	Day 5	Week 7 - Friday
Less than 5 Weeks and weekend classes	Through Day 1 of Term	Day 1	Day 1	Day 2

Summer Session – Add/Drop/Withdraw Schedule\*

<b>Summer Session</b>	<b>Open Period to Add</b>	<b>Add with Instructor Approval</b>	<b>Deadline to Drop without Record – Aligns with 100% Refund</b>	<b>Deadline to Withdraw with Record (W)</b>
8 Weeks	Through Day 2 of Session	Day 7	Day 7	Week 6 - Thursday
< 5 Weeks	Through Day 1 of Session	Day 1	Day 1	Day 2

\*In the event that a scheduled deadline falls on a day the College is closed (non-business day), the closest College business day will be assigned as the deadline on the Academic Calendar.

**References**

Procedure 208-02 Tuition and Fee Payment Procedure  
 501-01 Admission Requirements  
 Procedure 501-11 Withdrawal Procedure  
 A.R.S. § 15-1401

**Procedure History**

08/2000      New  
 04/2004      Revised

05/11/2011	Reformatted
01/25/2012	Revised
03/12/2014	Revised and Approved by College Council
03/06/2019	Revised and Approved by College Council
Fall 2019	Reviewed by Instruction & Student Services Standards Committee
11/22/2019	Revised and Approved by Executive Leadership Council
02/25/2021	Revised and Approved by Executive Leadership Council

**Legal Review**

01/22/2019