

501-03 REGISTRATION INFORMATION—PROCEDURE

1. PURPOSE

The Registrar oversees registration and publishes dates in the Class Schedule. This procedure refers to credit courses.

2. PROCEDURE

1. Students must be admitted before registering or at the time of registration.
2. Payment is due at the time of registration.
3. Registration timelines are set in the Academic Calendar.
4. Students are responsible for adding and dropping classes by deadlines.
5. Add/drop deadlines:

	Open Period to Add	Add with Instructor Approval	Drop without W (no record)	Drop with W
Fall and Spring full-term	Prior to first day of instruction	2 nd week of term	By 45 th calendar day of term	Before last 2 weeks of instruction for term
Short-term	1 st day of class	2 nd day of class	By 3 rd day of class	Before last third of class

3. BACKGROUND

1. References: Procedures 303-05 (Grading Procedure), 501-01 (Admission Requirements Procedure); A.R.S. 15-1401.2,9 (short-term and open-entry, open-exit classes).
2. Revision history: 08/2000, 04/2004, 05/11/2011 (reformatted), 1/25/2012, 03/12/2014
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 03/12/2014