



Operating Protocol & Procedure

Details:

Number: 303

Title: Late Registration and Overrides

Category: Students

Office of Primary Responsibility: Records Office

Approval Date: 12/14/20

Effective Date: 12/14/20

Revised: 2/12/24

Reviewed: February 2024

Purpose:

Defines “late registration” and designates when late registration and related course registration overrides are available.

Applicability:

Students

Definitions:

Census - The date that marks the end of a class’s 100% tuition refund period. Defined as 15% of the class length, census ends the add/drop period and is the last day that students may drop a class without penalty.

Closed Class – A course that has reached maximum enrollment.

The College Opportunity Fund (COF) – a stipend that pays a portion of in-state tuition for eligible undergraduate students attending PCC.

Late Registration – Course enrollment that occurs after the first day of class and before census.

Navigate – A student onboarding platform that provides students with the ability to self-manage their course registration activities.

Registration operator – Any PCC staff member who has the ability to register students into classes using the Banner student information system.

Schedule Adjustment Period – For Full Term and First and Second Half Terms, the period beginning on the first day of class during which registration is permitted with instructor and/or Chair and Dean approval. For courses set up outside the Full and Half Terms, registration may be available through census with the appropriate approvals.

Self-Service Banner (SSB) – Accessed through the myPCC Portal, the legacy software through which students can self-manage their course registration activities.

Time Conflict – A registration error that occurs when a student attempts to register into courses with overlapping times.

References:

https://cdhe.colorado.gov/sites/highered/files/documents/COFGuidelines_June_2013.pdf

Attachments or Related Forms/Documents:

Schedule Adjustment/Closed Class Form

Student Registration Form

Operating Protocol:

Self-service registration is available to students beginning on the first day of registration and ending on or prior to the first day of a course. Walk-in registration is available during a course's Schedule Adjustment period with the necessary approvals. Students may be registered into closed classes and courses with time conflicts only with the necessary approvals. Section changes outside the Schedule Adjustment period may occur with appropriate approvals if the courses from which/into which the student is transferring are of comparable duration and content. Students who have not attended a course before census may not enroll in that course due to COF restrictions.

Procedure:

Students may register themselves into courses beginning on the first day of registration through the Navigate platform, SSB, or by completing a Registration Form and turning it in to a registration operator for entry; during the Schedule Adjustment period, registration operators are available to assist students with walk-in registration. Students who wish to register during the Schedule Adjustment period or at any time into closed classes must secure the permission of the course instructor and Department Chair on the Schedule Adjustment Form. Students who wish to register into courses with time conflicts must secure the permission of both instructors on the Registration Form. Section changes after the Schedule Adjustment period will be processed by the PCC Records Office with the permission of both instructors and after verification that the duration and content of the courses are comparable to ensure that the student will receive the full benefit of the coursework.