

## Standard Operating Procedure:

### **1. Purpose**

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To establish a student success focused procedure for students requesting to enter into a section after it began.

Relevant Background information:

- ***Late registration at Lansing Community College is not allowed. Schedule adjustments are allowed within the first week of each part of term.***
- ***A schedule adjustment is defined as the adding a course by a student with registration history for the current semester, switching sections, or being reinstated into a section in which the student was previously registered.***

### **2. Scope**

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This SOP is relevant for all students, faculty and staff who either process registration requests or need to communicate the late registration guidelines to students.

### **3. Essential Information**

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- The student is required to have registration activity in order to be able to make a schedule adjustment. Examples of registration activity include:
  - Registered in section for the current semester
  - Dropped a section during the current semester
  - On a waitlist for a section for the current semester
- If the student does not have registration activity for the current semester, they must obtain approval from both the instructor and the Academic Dean.
- The student must obtain approval from the instructor during the first week of each part of term. After the first week of each part of term, the student must obtain approval from the instructor and the Academic Dean.

### **4. Responsibilities**

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The Registrar's office is responsible for preparing and implementing the late registration - schedule adjustment procedure.

## 5. Procedure

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This SOP is initiated when a student requests to register into a section that has already started.

### **Processing the schedule adjustment/late registration request during the 1<sup>st</sup> week of each part of term.**

1. The student is directed to contact the instructor of the section in which they would like to enroll. The procedure on how to look up the instructor's contact information can be found at O:\Interdivisional\LCC-ARR-Forms
2. The instructor and student must complete the registration form located on the [LCC website](#), Registrar Page, forms.
3. The instructor or the student may bring the form to any of the division or department offices, the StarZone (located in the Gannon Building), or email to the Registrar's office at [registrar@lcc.edu](mailto:registrar@lcc.edu) for processing.
4. The processor is required to verify the following prior to processing:
  - a. Verify that the form has the appropriate signatures;
  - b. See if the student has any registration activity (using SFASTCA);
    - i. **Note: If the student does not have registration activity they must obtain approval from both the instructor and the Academic Dean.**
  - c. Confirm that the student meets prerequisites;
    - i. If the student does not meet prerequisites, they must be directed to meet with an Academic Advisor.
  - d. Check the seat count (in SSASECT) prior to processing the registration request.
    - i. If the section is at max seat count, you may assist the student in looking up different sections of the same course and direct them to meet with that respective instructor for approval if the class has already begun and/or direct them to meet with an Academic Advisor for different course options.
5. The student will be notified either in person or via LCC email once processed.

### **Processing the schedule adjustment/registration request after the 1<sup>st</sup> week of each part of term**

1. The student is directed to contact the instructor of the section in which they would like to enroll. The procedure on how to look up the instructor's contact information can be found at O:\Interdivisional\LCC-ARR-Forms.

2. The instructor and student must complete the registration form located on the [LCC website](#), Registrar Page, Forms.
3. The instructor or the student may bring the form to any of the division or department office to provide to the Dean.
4. If the Dean approves, the registration request form will be processed by the Division office or forwarded to the Registrar's office for processing
5. The processor is required to confirm that the student meets the prerequisites as well as course seat count prior to processing the registration request.
  - a. If the student does not meet prerequisites, they must be directed to meet with an Academic Advisor.
  - b. If the section is at max seat count, you may assist the student in looking up different sections of the same course and direct them to meet with that respective instructor for approval if the class has already began and/or direct them to meet with an Academic Advisor for different course options.

The student will either be notified in person or via LCC email once the registration was processed.

## **6. References**

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- Visit [Schedule Adjustments](#) on the LCC website for specific dates
- How-to look up available seat count in Banner (insert hyperlink of process)
- How-to see if student has registration activity (insert hyperlink of process)
- How-to look up prerequisites (insert hyperlink to process)



## Lansing Community College - Standard Operating Procedure

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**SOP Name:** Late Registration-Schedule Adjustment Procedure (internal)

**SOP #:** RO.009

**Name of Committee, Department, etc.:** Registrar's Office

**Individual Responsible for SOP:** Registrar

**Effective Date:** *Fall 2019*

**Initial Approval Date:** December 14, 2018

**Last Review/Update Date:** *January 7, 2019*

**Next Review Date:** *January 1, 2022*

**\*Does this procedure support a Board Policy or a College Operating Policy? No**  
**If yes, identify:** N/A

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria? N/A**  
**If yes, identify:** N/A

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

\*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.