

ALTERNATE REGISTRATION POLICY

The purpose for alternate registration is to register a student for a course after the add/drop period has ended. Acceptable reasons for alternate registration include:

- Re-registering a student who was purged by college error
- Registering a student in another class when one of his/her classes was cancelled
- Registering a student for a course that requires an audition or instructor permission
- Making a special exception for a student who will be graduating during the current term

Students who were purged for non-payment are NOT eligible for alternate registration.

ALTERNATE REGISTRATION PROCEDURE

1. Form must be picked up in the Enrollment Services Center.
2. Student completes the top portion of the form and signs it. Student reads policy and procedure and signs below.
3. The Enrollment Services Center staff will verify the student's eligibility to enroll in the course requested after the add/drop period.
4. Student submits the form to the appropriate Dean's office for approval (within 2 days following the ESC staff approval).
5. Dean will verify the student's attendance and/or ability to make up the coursework missed.
6. Dean will complete and sign the form.
7. Dean will forward the form to the Director of Enrollment Services for final verification and registration of student in the course.
8. Student must check the MyCFCC Web Portal for course registration each day following submission of this form to the Dean.
9. Fees for the course(s) must be paid within five (5) business days.