



Policies and Procedures

TITLE: LATE ADD

POLICY NO: 1-37

EFFECTIVE DATE: 08/08/06

VCCS POLICY NO: [6.2.2](#), [8.3.0](#)

REVISED DATE: 06/22/09

I. Purpose:

To ensure student success within the classroom and the effective management of student enrollment processes at the college.

II. Definitions:

Schedule adjustment: a change made to a student's current class schedule that occurs after the normally scheduled last day to add a class as a result of extenuating circumstances or college need.

Late add: any schedule additions that occur after the normally scheduled last day to add a class. Late adds can be initiated by the student or the college.

New student: any student who has not attempted to or has not successfully enrolled in any course during the registration period of the semester in question.

Extenuating circumstances: instances where the student's schedule has been impacted by an administrative error. Administrative errors include inaccurate advising of students on course and/or curricular requirements, failure to process financial aid in a timely manner, failure to process payment of bill in a timely manner, and inaccurate attendance reporting/certification.

Extenuating circumstances do not include a student's failure to do any of the following:

- pay complete balance of tuition either before or after classes begin
- submit financial aid documents by requested deadlines
- complete any enrollment transactions within the appropriate timeframe

In addition, it is not considered an extenuating circumstance when a student attends classes, despite not being on the most up-to-date class roll.

Census date: last day to drop classes with a tuition refund, which is the day that represents the completion of fifteen percent (15%) of the term. The census date for each standard term is published in the college's academic calendar.

III. Policy:

A. Late add activity will occur for schedule adjustment purposes only.

B. Requests for late adds before the census date will be approved by the dean of the academic unit where the course(s) are housed.

TITLE: LATE ADD

POLICY NO: 1-37

EFFECTIVE DATE: 08/08/06

VCCS POLICY NO: 6.2.2, 8.3.0

REVISED DATE: 06/22/09

- C. Requests for late adds after the census date must receive special approval by the associate vice president of academic affairs (AVPAA) or designee(s).
 - D. In the instance where a student makes a claim of extenuating circumstances as a result of administrative error, the burden of proof for a claim rests with the student.
 - E. Students should not be admitted in class if they are not officially on the most up-to-date class roster.
 - F. Documentation of the decision should be maintained electronically for three years.
 - G. This policy does not apply to new students.
 - H. Decisions on requests are final.
 - I. A student's inability to pay tuition in full after receiving a decision to be added late into a course will prevent a student from participating in the course(s) for the semester.
- IV. Procedures:
- A. College-initiated requests
 1. When changes to a student's schedule are required because of college need, the appropriate academic unit will initiate the request by submitting [JSRCC Form No. 11-0034](#), Late Add Request, with the appropriate documentation to the academic dean.
 2. The academic dean or designee(s) will review the request, make a decision, and sign [JSRCC Form No. 11-0034](#), Late Add Request. Deans cannot approve a course that is not housed in their unit.
 3. If the request is approved, the academic unit will fax the completed and signed [JSRCC Form No. 11-0034](#), Late Add Request, to the Admissions and Records (A&R) office. The academic unit will also contact the student to let him/her know that his/her schedule will be adjusted and advise him/her that he/she may attend class. Each student will be provided with a copy of [JSRCC Form No. 11-0034](#), Late Add Request, to give to their instructor(s) so that they can be admitted into the newly-added course.
 4. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have until the end of the business week to add and pay for their course(s). Upon arrival at the Business Office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).
 - B. Student-initiated requests

TITLE: LATE ADD

POLICY NO: 1-37

EFFECTIVE DATE: 08/08/06

VCCS POLICY NO: 6.2.2, 8.3.0

REVISED DATE: 06/22/09

In the instance that a student believes that his/her schedule has been impacted by an extenuating circumstance, the student must follow the process outlined below.

1. Students who would like to request enrollment in a class after the designated add period as a result of extenuating circumstances must submit a completed [JSRCC Form No. 11-0034](#), Late Add Request, to a Student Success Center. The form must be accompanied by documentation that confirms the basis for the request; e.g., a copy of an e-mail from an advisor that states the student was improperly advised or a copy of a letter from financial aid that states the student's financial aid application was processed late.
2. Student Success Center staff will investigate the claim. Based on the evidence that was submitted to support the request, the Student Success Center coordinator will make a recommendation to the dean of the academic unit where the course(s) are housed. The dean will make the decision as he/she sees appropriate.
3. If approved, the Student Success Center staff will fax [JSRCC Form No. 11-0034](#), Late Add Request, to the A&R office with the supporting documentation.
4. The Student Success Center staff will also contact each student to notify him/her about the decision that was made. For those requests that have been approved, the Student Success Center staff will let the student know that his/her schedule will be adjusted and advise him/her that they may attend class.
5. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have until the end of the business week to add and pay for their course(s). Upon arrival at the business office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).

C. Late adds after the census date

In the event that a late add must occur after the census date, the following process must be followed.

1. When changes to a student's schedule are required after the census date, the appropriate academic unit will initiate the request by submitting [JSRCC Form No. 11-0034](#), Late Add Request, with the appropriate documentation to the academic dean. Per VCCS Policy 8.3.0, the enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies that cause the interruption of college operations.
2. The academic dean or designee(s) will review the request, make a decision, and sign [JSRCC Form No. 11-0034](#), Late Add Request. Deans cannot approve a course that is not housed in their unit.

TITLE: LATE ADD

POLICY NO: 1-37

EFFECTIVE DATE: 08/08/06

VCCS POLICY NO: 6.2.2, 8.3.0

REVISED DATE: 06/22/09

3. If the request is approved, the academic dean will submit [JSRCC Form No. 11-0034](#), Late Add Request, to the AVPAA or designee(s) for final approval.
4. If the request is approved by the AVPAA or designee(s), the AVPAA or designee(s) will fax the completed and signed [JSRCC Form No. 11-0034](#), Late Add Request, to the A&R office. The AVPAA or designee(s) will also contact the student to let him/her know that his/her schedule will be adjusted and advise him/her that he/she may attend class.
5. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have until the end of the business week to add and pay for their course(s). Upon arrival at the Business Office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).

V. Other Information:

[JSRCC Form No. 11-0034](#), Late Add Request