

3357:13-14-42 Late Registration Policy

(A) The deadline to register for a course is 11:59 p.m. (EST) on the Sunday prior to the start of the term. Students have the right to appeal to the faculty instructing the desired course for entrance after the deadline. However, the College and the faculty reserve the right to deny a student entrance into any course after the established deadline.

(B) Registration

- (1) Student registration is conducted via the web or can be done in person at the Office of Student Records. Students in the Directions advising program, on probation, receiving funding through the Trade Adjustment Act (TAA) or in the Post Secondary Enrollment Options program (PSEOP) are required to meet with an advisor first before registering each term. Web registration is available each term beginning with the first day of Priority Registration and ending on the last day to add a class. The last day to add a class for a given term is 11:59 p.m. (EST) on the Sunday prior to the start of the term. Web registration is available to eligible students and will only be available through the Sunday prior to the first day of the term. Contact the Office of Student Records with questions about eligibility or the Student Success Center for help with choosing classes.
- (2) New students and students returning to NC State after an absence of one year or more are required to complete the application to the college and meet with an Admissions Advisor and then a Student Success Center Advisor before registering for classes. Students may process no more than two registrations per visit to the Office of Student Records. Students have the right to appeal to the faculty instructing their desired course for entrance after the deadline. However, the College and the faculty reserve the right to deny a student entrance into any course after the established deadline. If the faculty gives the student permission to register, the student must present a signed permission form from the course instructor to The Office of Student Records no later than noon on the second Monday of the term. The student must also attend the first day of the scheduled class.
- (3) Courses can be dropped from a schedule through the withdrawal date established on the academic calendar for the term. Student initiated withdrawals are processed in the Office of Student Records (see Withdrawing from a Course).
- (4) Students are required to pay fees or arrange for fee payment on an installment basis by the payment deadline in each registration period. Students with unpaid fees may be administratively withdrawn from classes after the payment deadline has passed. Formal confirmation of class availability and fee adjustments can be obtained through the Office of Student Records and/or the Cashier's Office.

Effective: October 19, 2011

Expires: October 1, 2016

Review Dates: 10/19/11,