

EvCC6065P REGISTRATION PROCEDURE

Original Date: August 21, 1992

Reviewed Date: January 17, 2013

Procedure Contact: Executive Vice President of Instruction & Student Services

REGISTRATION

A student becomes officially enrolled in a class by registering for it. The registration process includes selection of classes, submission of a completed Class Registration Form or completion of our web registration process, and payment or billing of tuition and fees. All previous fines and debts to the College must be paid before a new registration may be accepted. Detailed registration procedures are described in the quarterly class schedule. Registration times for newly admitted and currently enrolled students are assigned prior to each registration period; the assigned times are based on cumulative credit hours earned at Everett Community College. New student registration appointments are assigned in the order in which applications are received for that quarter.

Students who have not attended EvCC within the past two quarters may register during open registration or may gain priority registration by reapplying for admission online at <http://www.everettcc.edu/admissions> one week prior to new student registration. For some classes, the permission of the instructor is required before registering. Beginning on the fourth day of the quarter, instructor permission is required for new registration in all classes. Students receiving services through the Center for Disability Services (CDS) utilizing accommodations such as books on tape, note-takers, sign language interpreters, or other advance accommodations, may register early through priority registration. Students must contact the Center for Disability Services (425) 388-9272 at least 6 weeks prior to the beginning of the quarter in which enrollment is desired. Students who are unable to meet the 6 week deadline may enroll in the same manner as other students; however, necessary aids may not be available. Veteran, active duty and reservist students may also qualify for early registration, depending on a variety of factors. Please contact the Veterans' Resource Center at (425) 388-9277 for eligibility requirements.

WAIT LISTS

When a class reaches its enrollment capacity, a wait list may be established. As spaces become available in the class, the student may be moved from the waiting list into the class; payment is due promptly if this results in an additional tuition charge. Students are responsible for monitoring their waitlist status through the Student Kiosk. Students who do not move from the waiting list into the class prior to the start of class must attend the first class meeting in order to receive consideration for moving from the waiting list into the class. The wait list will move students into open spaces through the third day of the quarter.

FIRST WEEK ENROLLMENT AND WITHDRAWAL POLICY

During the first week of the quarter, it is important that students attend all classes for which they are registered. In those courses that have an established waiting list, a student who does not attend by the beginning of the second class meeting in the quarter, and who has not made prior arrangements with the course instructor, may be dropped from the course immediately at the beginning of the second class meeting at the discretion of the instructor. If a student does not notify the instructor or the division office of his/ her absence, that student may be withdrawn from class. The College does not always, however, withdraw the student for non-attendance. A student who is not withdrawn by the College or does not officially withdraw himself/herself may be issued a failing grade by the course instructor, based on non-attendance. Note: Students withdrawn by the College during the first week under this policy will receive a refund of tuition and fees, if due. Students who are not withdrawn by the instructor, or who do not withdraw themselves, are not eligible for a refund. See the tuition and refund policy in the next section. Students are responsible for ascertaining their class registration status.

CHANGES OF SCHEDULE (ADD/DROP)

Schedule changes can be made by completing an Add/Drop form, available at the Enrollment Services Office. Before the end of the third day of the term, adds for most classes also may be accomplished through our Web registration system. Drops for most classes may be completed using our Web Registration system through the end of the fifth day of registration. Otherwise, all withdrawals must be done in person. When a student withdraws from a class, the date the Enrollment Services Office receives the completed Add/Drop form or the date of the electronic transaction is the official

date of the withdrawal. All transactions must be completed by 4:30 pm on the deadline date. Students are advised to consult the calendar and course description in the quarterly class schedule for the last day to add or drop a class during the quarter. Most classes fall under the regular schedule of deadlines, but some self-support classes and some classes with unusual start and end times may have different deadlines. The College's refund policy applies only to students who withdraw officially. (See Tuition and Fees Refund Policy in this section.) Simply failing to attend a class does not constitute a drop or withdrawal. Students who wish to avoid a failing grade, or who wish to qualify for a refund, must submit Change of Schedule (Add/Drop) transactions by the stated deadline. Students with questions about the procedure of dropping a class should contact the Enrollment Services Office in person or by phone and speak directly with a registration staff person in order to clarify their status and drop deadlines.

RELEVANT LAWS AND OTHER RESOURCES

[WAC 132I-160-065](#)

[WAC 132I-160-090](#)

REVISION HISTORY

Original Date: August 21, 1992

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APPROVED BY

Board of Trustees

President's Staff

Student Services Administrative Council