LATE REGISTRATION ANTICIPATED QUESTIONS (AQ):

1. **What is the new late registration policy for North Central State College?**
   
   The last day to add a class for a given term is 11:59 p.m. on the Sunday prior to the start of the term. After this time all registration for the upcoming quarter will come to a close. Only limited faculty-approved registrations will be accepted after this time.

2. **What is a term?**
   
   The word ‘term’ is used to describe both quarters and semesters as this policy will begin under our current quarter system and it will continue after our conversion to the semesters.

3. **How does this differ from the current policy?**
   
   The late registration policy through the conclusion of registration for summer quarter 2011 allows students to register through the second Monday of the quarter. Under the new policy, registration for each quarter would end prior to the first Monday of the quarter.

4. **Why was this policy adopted?**
   
   The new late registration policy was adopted for two basic reasons: to enhance the learning experience of all students and to protect our students from the potential negative financial impact of registration without proper preparation.

   Finalizing the class roster early in the term is crucial to the learning experience for all students. With the new registration deadline, faculty will have the opportunity to begin the instructional process without concern for bringing new students up to date who may enroll in their classes after the first day.

   The college is very concerned about the amount of students who register for classes and receive failing grades because they were unable to persist in the class. There is a positive correlation between students who register for a class after the first day and students who end up in financial difficulty with the Attorney General’s office. The new late registration policy seeks to eliminate some of the financial hardship our students face due to lack of preparation.
5. **When will the policy go into effect?**

The new late registration policy will go into effect for fall quarter 2011 registration. **As an example, registration for fall quarter 2011 ends at 11:59 p.m. on Sunday, September 18, 2011.**

6. **What if I need to add a class after the last day to add?**

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 deadline. In order to be considered for entrance into a course after the deadline, the student **MUST** attend the first day of the scheduled class. In the course of that first class meeting, the faculty will use their professional judgment to determine whether the student can be successful in the class and therefore, should be granted entrance. 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.

7. **What if I am unable to attend or I have missed the first day of the class?**

If you miss or are unable to attend the first day of class, you will not receive consideration for entrance into the class.

8. **What if the instructor fails to take attendance on the first day of class?**

Attendance is required as a part of the instructional process and will be essential to enforcing this new policy.

9. **Does this new policy remain in effect after the conversion to semesters?**

Yes, this policy was designed in such a way that it will still be applicable after the conversion to semesters.

10. **With whom can I meet to ask questions about this policy?**

Please feel free to direct any questions or concerns to your faculty advisor or division offices. If your faculty advisor is not available, please contact the Student Records Office at 419.755.4857 or by email at mmonnes@ncstatecollege.edu

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<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
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<td>Registrar/Student Records</td>
<td>419-755-4824</td>
<td><a href="mailto:mmonnes@ncstatecollege.edu">mmonnes@ncstatecollege.edu</a></td>
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