Blue Mountain Community College
Administrative Procedure

Procedure Title: **Late Course and Schedule Changes**
Procedure Number: **07-2003-0006**
Board Policy Reference: **I.B. Educational Opportunities**

Accountable Administrator: **Vice President, Student Affairs**
Position responsible for updating: **Director of Enrollment Services / Registrar**
Original Date: November 1972
Date Approved by Cabinet: 05-23-17
Authorizing Signature: *Signed original in file*
Date Posted on Web: 05-23-17
Revised: 05-17 **Reviewed 05-17**

Purpose/Principle/Definitions:
This procedure outlines the college's guidelines for schedule adjustments after open registration closes and identifies staff authorized to process approved changes.

Guidelines:
Students making changes to their course schedule after open registration has closed must have prior approval from the instructor and the Office of Instruction.

Late course and schedule change period:
- Summer term: Week 2 through Thursday of week 6
- Fall – Spring terms: Week 2 through Friday of week 8

Course Level Changes
Students that need to move to a higher/lower level of math or writing or make a change in course delivery mode (example: online to face-to-face) after the published general registration period may do so with approval of the instructor. Students wishing to make this change must complete and submit a signed Schedule Change to include the instructor's signature.

Schedule Changes
Students who wish to register for a course after the publicized last day to register must complete a Late Schedule Change Request. The request must be accompanied by the appropriate registration form to include written approval by the course instructor. Requests will be submitted to the VP of Instruction, or their designee for approval. If denied, the VP of Instruction, or their designee, will notify the student regarding the status of their request. The VP of Instruction's decision is final and there is no appeal.

Approved requests will be sent to the registrar's office for processing. Due to liability issues, until students have been notified by the registrar's office that their request has

been approved and processed, students will ***not*** be permitted to attend course/s they are not officially enrolled in.

Staff Authorized to Process Course and Schedule Adjustments
The following staff are authorized to process approved course and schedule adjustments in the college SIS system: front-line staff at all BMCC locations and Enrollment Services staff. Authorized employees must attend appropriate SIS module training provided by the registrar's office to ensure that they have the most current information necessary to use the available technology correctly and to understand the critical information needed by the college to remain in compliance with federal and state reporting requirements.

These employees are required to verify that the students' personal and other pertinent information is accurate and complete in the college's SIS system.