



Procedure 501-03 Registration Deadlines
Sponsor: Registration and Enrollment Services

Purpose

The following procedure clarifies registration practices.

Definitions

Open Registration Period is the time frame when all students can enroll and adjust course schedules.

Instructor Approval is a signed approval from the instructor on an add form, or via electronic methods, allowing the student to register beyond the open registration period.

Drop Without Record cancels registration in a course; the course enrollment does not appear on the student's transcript.

Deadline to Withdraw is the latest date on which a student may initiate a withdrawal; a W grade will appear on the student's transcript

Procedure

Students are responsible for adding, dropping, and withdrawing from classes by deadlines. Refer to the following Add/Drop/Withdraw Schedule.

Students must be admitted to Coconino Community College before registration and payment, or payment arrangements, must be made at the time of registration. (See Procedure 501-01 Admission Requirements and Procedure 208-02 Tuition and Fee Payment) Students choosing to withdraw from courses or the term may do so by following Procedure 501-11 Withdrawal.

Fall and Spring Terms – Add/Drop/Withdraw Schedule*

(Days refer to calendar days unless otherwise noted)

Course Length (Fall and Spring Terms)	Open Registration Period	Deadline to Add with Instructor Approval	Deadline to Drop without Record – Aligns with 100% Refund	Deadline to Withdraw with Record (W) – 75% of course length
16 Weeks	Through Day 2 of Term	Day 7	Day 7	Week 12 - Friday

Course Length (Fall and Spring Terms)	Open Registration Period	Deadline to Add with Instructor Approval	Deadline to Drop without Record – Aligns with 100% Refund	Deadline to Withdraw with Record (W) – 75% of course length
12 Weeks	Through Day 2 of Term	Day 7	Day 7	Week 9 – Friday
1st 8 Weeks 2nd 8 Weeks	Through Day 2 of Term	Day 5	Day 5	Week 6 - Friday
Less than 5 Weeks and weekend classes	Through Day 1 of Term	Day 1	Day 1	Day 2

Summer Session – Add/Drop/Withdraw Schedule*

(Days refer to calendar days unless otherwise noted)

Course Length (Summer Session)	Open Registration Period	Add with Instructor Approval	Deadline to Drop without Record – Aligns with 100% Refund	Deadline to Withdraw with Record (W) – 75% of course length
8 Weeks	Through Day 2 of Session	Day 7	Day 7	Week 6 - Thursday
< 5 Weeks	Through Day 1 of Session	Day 1	Day 1	Day 2

*In the event that a scheduled deadline falls on a day the College is closed (non-business day), the closest College business day will be assigned as the deadline on the Academic Calendar.

References

Procedure 208-02 Tuition and Fee Payment

Procedure 501-01 Admission Requirements

Procedure 501-11 Withdrawal

A.R.S. § 15-1401

Procedure History

08/2000 New

04/2004 Revised

05/11/2011	Reformatted
01/25/2012	Revised
03/12/2014	Revised and Approved by College Council
03/06/2019	Revised and Approved by College Council
Fall 2019	Reviewed by Instruction & Student Services Standards Committee
11/22/2019	Revised and Approved by Executive Leadership Council
02/25/2021	Revised and Approved by Executive Leadership Council
06/15/2022	Revised and Approved by Executive Leadership Council

Legal Review

01/22/2019