Course Registration for Continuing and New Students
ENROLLMENT MANAGEMENT

Student Policies/Registration Policies

Policy Owner: Vice President of Enrollment Management

Effective date: Spring 2024
Approval date: Spring 2024
Schedule for Review: Spring 2029

Policy Summary:
This policy outlines the procedures, eligibility, and guidelines for course registration, changes, and withdrawals for continuing and new students at Fort Lewis College. It aims to ensure clarity in registration practices and compliance with institutional and state policies.

Policy Statement:
Registration for Continuing Students
Degree-Seeking, Non-Degree-Seeking and Graduate Students with active student records for the semester they intend to enroll in courses are eligible to register for courses. Students register after their designated registration appointment (time) if they have completed continuing student onboarding tasks and do not have any account holds that prevent registration.

Active Student Records: At Fort Lewis College, a student's record is considered 'Active' if they enroll in courses at least one term within a consecutive three-term period or one calendar year. If a student stops enrolling in courses for three consecutive terms or more, they must reapply for admission to reactivate their record. (For example, if a student last attended classes in Fall 2022 and then does not enroll for Spring 2023 and Summer 2023, their record remains active, allowing them to register for Fall 2023 classes. However, if they do not enroll for Fall 2023, their record will be deactivated, requiring them to reapply for admission)

Registration Appointments are the date and time when course registration is open for the student. Registration appointments for continuing students are assigned based on the student's college-level semester credits earned by the registration appointment. In progress courses do not count towards the students' total credits earned.

Registration Appointments for continuing students are published in the Academic Calendar and registration information on the Skyhawk Station website at the start of each term.

Example Registration Appointments for continuing students:

Monday – First Registration Appointment	Over 90 credits or those with priority registration*
Wednesday – 2nd Registration Appointment	60-89 credits
Friday – 3rd Registration Appointment	30-59 credits
Monday – 4th Registration Appointment	0-29 credits

*Please see the Priority Registration policy for additional information

Account Holds

Holds are placed on a student's account if the student fails to comply with established policy and may prevent either course registration, financial aid disbursement or both. Please see the Holds policy for a complete list of student holds and how to resolve them.

Registration for New Students

Degree-Seeking, Non-Degree-Seeking and Graduate Students registering for their first semester at Fort Lewis College, or those returning through the readmission process, have a specific advising and registration process and timeline outlined on the Admitted Student website each term.
New and returning students are only eligible to register for courses once they have confirmed their enrollment and completed their new student onboarding tasks.

Registration Appointments are the date and time that course registration is open for the student. Registration appointments for new and returning students are managed through the new student advising and registration process outlined on the Admitted Student website. Registration appointments for new and returning students are *after* the continuing student registration appointments and are not based on credits earned.

Account Holds

Holds are placed on a student's account if the student fails to comply with established policy and may prevent either course registration, financial aid disbursement or both. Please see the Holds policy for a complete list of student holds and how to resolve them.

Course Registration & Modification

Students may change their course registration – meaning they may add or swap classes - if they do not have a hold on their account that prevents registration, and the add period is still open. Registration closing dates are published on the Academic Calendar.

Course Adds

Students may add courses with available seats for which they have met all prerequisites and restrictions through the first five days of the fall and spring semesters or the first day of each summer session up to the maximum credit load. Please see Maximum Credit Load - Undergraduate for details.

Students seeking to add a closed class should **join the waitlist** for that course and enroll themselves when notified that there is an opening in the course. See the Waitlist Policy for full details.

Students seeking to enroll in a course for which they do not meet the prerequisites must receive a **Prerequisite Override** from the instructor to register. Some courses require instructor permission to enroll regardless of prerequisite completion. In both instances, the student must obtain the **instructor's permission** before being able to enroll. Please see the Registration website for details on the process to obtain permission.

After the add period closes, the instructor may grant an exception up until the census date of each semester. However, these are not common or guaranteed. Course attendance or access to a Canvas Course does not constitute course registration. The only official record of a student's registration status for a term is their Workday Student account.

Courses with Time Conflicts

The Colorado Department of Education's Commission on Higher Education requires students to have 750 minutes of seat time for each credit hour they earn. In order to prevent the College from running afoul of accreditation standards, we cannot permit time-conflict overrides under any circumstances, even if the amount of overlapping time is very minimal. However, instructors may arrange for students to take Independent Study credits in lieu of one of the classes, and departments are free to grant substitutions so that Independent Study credits satisfy a particular major or minor requirement.

Adds for Late-Starting Courses

Students seeking to enroll in late-starting courses, defined as courses beginning at a time other than the normal start of the term, may register for the course during the add period for the term, then with instructor permission through census and using a post-census add form after that point.

Course Drops

A student may drop courses prior to the census date for the semester without any academic penalty. The course will not appear on the student's transcript.   Non–attendance does not constitute a course drop – students must officially drop their course.

Students will be assessed tuition and fees according to the Student Accounts Receivable Policy and the refund schedule published on the Student Billing website. There are separate tuition and fee refund schedules for fall, spring and summer sessions.

Course Withdrawals

After Census Date and up through the specified deadline on the Academic Calendar, a student may initiate a course withdrawal and receive a grade of CW for a course. Students are only permitted three course withdrawals during their undergraduate career at Fort Lewis College. Non-attendance does not constitute a course withdrawal.

If a student has faced extenuating circumstances, they may be granted an Administrative Withdrawal and receive a grade of AW that does not count towards their total of three available CW grades. See the Withdrawal Policy - Undergraduate for full details.

Students will be assessed tuition and fees according to the Student Accounts Receivable policy and the refund schedule published on the Student Billing website. There are separate tuition and fee refund schedules for fall, spring and summer sessions.

Semester Withdrawal

After Census Date and through the Semester Withdrawal deadline on the Academic Calendar, a student may initiate a semester withdrawal and receive a grade of SW in all registered courses for the semester. Students are only permitted one semester withdrawal during their undergraduate career at Fort Lewis College. Non-attendance does not constitute a semester withdrawal.

If a student has faced extenuating circumstances, they may be granted an Administrative Withdraw for the entire semester of coursework and receive a grade of "AW" in all courses. An Administrative Withdraw does not count as the one permitted semester withdrawal. See the Withdrawal Policy - Undergraduate for full details.

Students will be assessed tuition and fees according to the Student Accounts Receivable policy and the refund schedule published on the Student Billing website. There are separate tuition and fee refund schedules for fall, spring and summer sessions.

Responsibilities:

For enforcement of the policy: Registrar's Office, Skyhawk Station & Advising
For oversight of the policy: Vice President of Enrollment Management
For procedures for implementing policy: College Registrar, Director of the Skyhawk Station & Advising

Definitions:

Active Student Record: A record for a student who has enrolled in at least one term within a consecutive three-term period or one calendar year. Students who do not enroll for three consecutive terms must reapply for admission to reactivate their record.

Registration Appointment: The designated date and time a student is eligible to register for courses, determined by earned college-level credits for continuing students or the advising process for new and returning students.

Add Period: The time frame during which students can add courses to their schedule. This typically includes the first five days of the fall and spring semesters or the first day of summer sessions.

Census Date: The official enrollment reporting date for a term at Fort Lewis College. It marks the end of the add/drop period and finalizes a student's registration status. Census is the official count of student

enrollment and occurs on the Tuesday of the third week of classes—the end of the 12th day of the term—for fall, spring, and summer. Although summer courses may have various start dates, the summer term has only one Census Date.

Waitlist: A system that allows students to join a queue for a closed course and be notified if a seat becomes available.

Time Conflict: A scheduling overlap where two courses occur at the same time or have overlapping meeting times.

Course Drop: The process by which a student officially removes a course from their schedule prior to the census date. Dropped courses do not appear on transcripts.

Course Withdrawal (CW): The process by which a student officially removes themselves from a course after the census date, resulting in a grade of "CW" on their transcript.

Administrative Withdrawal (AW): A withdrawal granted for extenuating circumstances, which does not count toward the three-course withdrawal limit or the one semester withdrawal limit, resulting in a grade of "AW" for all courses.

Semester Withdrawal (SW): A process where a student officially withdraws from all courses in a given term after the census date, resulting in a grade of "SW" for all courses.

Late-Starting Courses: Courses that begin at a time other than the standard start of the academic term.

Procedures:
Registration and modification procedures are outlined on the Skyhawk Station website

Cross-Referenced Policies:
Holds

Maximum Credit Load - Undergraduate

Priority Registration

Student Accounts Receivable

Waitlist Policy

Withdrawal Policy - Undergraduate

Consequences of Non-Compliance:
Failure to comply with this policy may result in an inability to register for courses, delays in financial aid disbursement, or academic penalties.

Review and Revision History:

Policy formerly known as the "Course Schedule Creation and Modification Policy." Reviewed and revised in Spring 2024 to remove procedural language where possible, clarify and reference related policies and reformat. No substantive changes made.