



Policy AA4.04: Late Registration

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer, VP Student Engagement
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	March 4, 2009
Procedure Effective Date	March 4, 2009

Policy

Students who fail to register during the scheduled registration period may register for a course from the day after registration closes until the first Friday after the term has started. To register late for a course, students must visit <http://my.americansentinel.edu/>. Students registering late must still post to the course discussion forum to be counted in attendance during week one, as defined in the attendance and participation policy.

Late registration does not change the refund policy, which states that the university processes refunds for courses dropped after week one and before the last day of week five. The refund policy begins with the first day of the course, not the day a student registers. Late registration does not extend the length of the course nor the course end date.

Guidelines

- Not Applicable

Procedure

- Not Applicable

Related Documents/References

- Student Handbook
- Academic Catalog

Definitions

- None

Revision History

- May 7, 2020: Updated policy format for accessibility guidelines - AHB