



ADMINISTRATIVE POLICY

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Deletion	
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## **Enrollment Window and Initial Attendance Policy**

Students are expected to be enrolled within a set amount of time and to attend all sessions of every class. Recognizing that students may need to adjust their class schedules upon arrival, PCC has adopted a short 'enrollment window' to allow students to add classes within a set amount of time after the published start date of the class.

Regardless of class delivery mode or structure, students may add a class only within an identified time frame. The enrollment window for classes of eight (8) weeks or less is three (3) business days; this number includes the start date of the class. The enrollment window for classes that meet more than eight (8) weeks is five (5) business days; this number includes the start date of the class. After the enrollment window has passed, no late enrollment will be allowed. The Change of Enrollment Request must be processed with the Registrar before enrollment is official.

Regardless of class delivery mode or structure, currently enrolled students who have not attended/participated in a class(es) and who have not contacted and received instructor approval for late entry into a class(es) within one business day of a class's first session/meeting may be dropped from the course(s) as having never attended. Seats cannot be guaranteed for students who enroll late or attempt to add a course without payment or a payment plan in place.

Once the enrollment window of a class has passed, instructors must contact the Registrar and drop students from class(es) who have not attended at least once within the enrollment window; this drop must occur before the certification date of the class.

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