

### **F.6.1.1 (Procedure) Student Success: Admission and Registration**

Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: [F.6.1](#) – Student Success

Approved: 7-26-11

Last Amended: 11-17-16

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The organizational structures, policies, and practices that support student success values and priorities include the following set of actions. These policies and practices are based on research from the Achieving the Dream initiative and other education strategies identified as promoting increased success for all students. The Alamo Colleges are instituting long-term, institution-wide procedures that support and promote student engagement and commitment to learning while requiring strategies that are proven to increase student success.

#### **Admissions and Registration**

- The Registration Calendar developed each semester will include deadlines required to ensure students are ready for admission and enrollment in their preferred term.
- The last day for students to submit an application to enroll for classes starting at the beginning of the semester term will be three weeks prior to the first day of the term. Students seeking admission following the deadline will be advised into future parts of term such as Start Two (14-week part of term) or Flex II (8-week part of term). The last day for students to submit an application to enroll for classes starting at the beginning of all other parts of term will be two weeks prior to the first day of the part of term.
- Financial aid deadlines will be established, defining the last day to apply for aid with the expectation of receiving an award prior to the beginning of the preferred term. Students who miss the deadline should be prepared to handle required financial obligations through other short-term alternatives (e.g., installment plan, short-term loan, personal finances).
- Students must be admitted by the stated deadlines to be enrolled for the beginning of a term or part of term. Students may change their schedule (adds/drops) the first two days of the term. Once a class has met, students may not be added to the class. Vice Presidents and designees may make administrative changes as required during the first week of the term/part of term. Any change in a student's schedule may affect financial aid awards, and students should seek advising from the college's Student Financial Services office.
- The registration calendar, including financial aid deadlines, will be published and available to students no later than four months prior to the beginning of the term.