Late Registration Procedure—Adding Students to Classes—Full-Term Classes Only

- During the first week of classes, the Admissions Office will continue to register students in open classes only. The instructor will need to sign and date Add/Drop Cards for closed classes.

- If a class is closed and students subsequently drop the class, the class will remain closed.

- The instructor will determine who will be added to the class by signing and dating Add/Drop Cards and sending students to the Admissions Office to add the class.

Note: Add Codes expire on the last day to add.