

## **Here are the new registration timelines:**

**Open Registration:** From the first day of registration through the day **prior** to the first day of the class.

**Late Registration/Week One of Instruction:** From the first day of the class through the end of the first week of the class. Students registering at this point must have a pink enrollment permit signed by the instructor. Registration must take place at the Admissions Office.

**Second Week of Instruction/Petition Required:** Students may add with a petition signed by the instructor. The petition must include a statement from the student giving a reason for their late registration request. This must be signed by the instructor, then registration takes place at the Admissions Office. A new pink form has been designed that includes both the week one enrollment permit and the week two petition.

Don't hesitate to call me if you have any questions.