Maui Community College
Late Registration Policy
Effective Spring 2006

The Maui Community College late registration policy is under the direction and discretion of the Dean of Instruction (or designee).

In this policy, “late registration” is defined as registration that occurs during the first week of classes in fall and spring semesters. During this late registration period, the Banner Student Information System is programmed to allow students to register for any open classes. This is a system-wide agreement.

If a student’s registering late could decrease the probability of his or her success in the class or could compromise the safety or well-being of anyone in the class, a faculty member may choose to close an open class before late registration.

Procedure to follow:

1. Prior to the first week of classes, the faculty member consults with the Dean of Instruction.
2. The Dean of Instruction arranges to have the class closed to registration after 11:59 p.m. on the day before the first day of classes.

After a class is closed, the teacher may give students permission to attend the class by signing their add/drop cards.