Proposal to Eliminate the Registration Deadline Policy

Requested by Beth Acree, University Registrar, 1/24/19
Approved by the Curriculum & Policies Subcommittee, 2/26/19; Undergraduate Council, 3/12/19; College Academic Administrators’ Council, 4/16/19; Provost’s Council, 4/29/19.

Proposal:
Discontinue the Registration Deadline policy, https://catalog.arizona.edu/policy/registration-deadline.

Students must be registered by the end of the first week after the start of classes. No late registrations will be accepted after the 21st calendar day following the first day of class. Registration is not complete until registration fees, and tuition if appropriate, are paid. Failure to pay by the 21st day will result in the student’s not being allowed to enroll, even if the student has been attending classes. Late registration after this date will not be accepted unless the student submits a written appeal to the Office of the Registrar and can document extenuating circumstances such as medical problems (physically incapacitated and not able to be present), legal problems, or some other academic commitment which precluded enrolling prior to the 21st day (study abroad, co-op in absentia registration). See the Academic Calendar for relevant dates.

Justification for the amendment:
This policy is outdated and is no longer useful. UA used to place much emphasis on census date and all students were attending a traditional semester format. We now have students starting throughout the year and throughout the term. Additional information:

- Census date is no longer the measurement used for state funding considerations, and we no longer assess the $250 Census Date Late Charge.
- After the first week of classes, students registering for the first time that term are required to obtain the instructor’s and dean’s permission. The instructor and college are best equipped to determine whether a student can successfully begin a course.
- Our billing/payment structure is different now. We have monthly billing periods. The Bursar’s Office no longer requires students to prepay for classes. (Bursar’s Office has been consulted on this proposal and has no objection.)
- The Late Registration policy does not prohibit students from registering after the 21st day, it just creates some hoops that no longer serve a purpose. This policy is not preventing or deterring a student from registering after the 21st day. There is no indication that UAIR enrollment reports will see any changes as a result of eliminating this policy.

Management:

- The first part of the current procedure will continue. After the first week of classes, students registering for the first time that term are required to obtain the instructor’s and dean’s permission.

Effective Term: For courses offered in Fall 2019