

Name of Change Proposal	2.2.8 Registration Policy -
<p><u>Initiating Council:</u> Academic and Student Systems</p> <p><u>Submitting Council:</u> Vice Presidents of Student Affairs</p> <p><u>Justification for Proposed Changes:</u></p> <p>Background Information: (Provide a brief overview of the issue and/or historical information important in considering the change.)</p> <p>The Under 18 and Minors on Campus (U18MOC) Work Group was formed in September 2024 at the request of the Provost and is led by AVCSA Dr. Kishia Brock. The team consists of stakeholders from the colleges and the District Office and their charge is to examine and make improvements to the policies and practices for under 18 students. The intended outcomes of this work group are:</p> <ul style="list-style-type: none"> ● Provide and maintain access to college credit for under 18 students ● Ensure integrity, quality, and rigor of teaching and learning environment ● Ensure safety for minors on campus in and out of the classroom ● Develop efficient and effective policies and practices aligned with regulations ● Ensure alignment to course curriculum development standards ● Ensure alignment between Minors on Campus guidelines and concurrent enrollment policies and practices <p>To accomplish these outcomes, a sub-group examined and reviewed current Administrative Regulations connected to admissions and registration for under 18 students. Administrative Regulations 2.2.8 and 2.2.9 were identified as needing clarification and updating. These updates included:</p> <ul style="list-style-type: none"> ● Provide clarification on admissions versus registration ● Provide clarification on the registration process for students under the age of 18 ● Provide clarification on financial responsibility and debt incurred by a minor student <p>The work group is proposing the following changes for common pages (see below).</p> <p>Supporting Documentation and Rationale for Change: (Provide any supporting documentation such as new legislation, legal/statutory or regulatory changes, data, or key findings that would support the need for the change.)</p> <p>Change is at the request of individual staff and administrators who have asked for clarification of the regulation to support students.</p> <p>Areas, Councils, or Committees Impacted: (List the constituency groups that may be impacted by the proposed change and that reviewed the proposal and provided feedback.)</p>	

Council	Distribution List
Accreditation Liaison Officers	dl-alo@memo.maricopa.edu
ASA District Directors	dl-asa-district-directors@domail.maricopa.edu
Center for Curriculum and Transfer Articulation	dl-dssc-ccta@domail.maricopa.edu
Curriculum & Schedulers Council	dl-currtechs@memo.maricopa.edu
Curriculum Development Facilitators	dl-cdfs@memo.maricopa.edu
Department/Division Chairs	Via Deans
Directors of Academic Advisement Council	dl-daac@memo.maricopa.edu
Directors of Admissions and Records Council	dl-dar@memo.maricopa.edu
District Curriculum Committee	dl-dcc@memo.maricopa.edu
Dual Enrollment Council	dl-dssc-dual-enrollment@domail.maricopa.edu
FEC	dl-facexec@memo.maricopa.edu

Financial Aid Managers Council

dl-fam-dir-all@memo.maricopa.edu

Financial or Budget Implications:

None

Other Considerations:

None

Implementation Impacts:

None

Recommended Effective Term:

2025-2026

Dissemination/Communication:

(Identify the dissemination/communication needs related to the proposed change)

Disposition History:

Date	Status
10.2.2024	Under 18 and Minors on Campus (U18MOC) Project Kick Off meeting to identify common pages changes
11.8.2024	Committee members developed proposed language changes
12.20.2024	Shared with VPSA via email.
1.8.2025	Shared at VPSA Council meeting.

PROPOSED CHANGES:

2.2.8 Registration Policy

Students must register **FOR CLASSES** according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions

FINAL LANGUAGE APPROVED BY COMMITTEE:

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section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. **THE COLLEGES HAVE ESTABLISHED A PROCESS FOR REGISTRATION IN CLASSES FOR STUDENTS UNDER THE AGE OF 18 WHO HAVE NOT GRADUATED FROM HIGH SCHOOL OR HAVE A HIGH SCHOOL EQUIVALENCY.** The final decision for ~~admission~~ **REGISTRATION INTO** ~~to~~ any class for students admitted under section 2 of [AR 2.2.1](#) will be determined by the designated college administrator in consultation with the ~~department chairperson~~ **FACULTY CHAIR** and/or faculty.

Class Registration Deadlines:

- 1. EACH STUDENT UNDER THE AGE OF 18 AND THEIR PARENT/GUARDIAN ARE REQUIRED TO COMPLETE A SEPARATE REGISTRATION FORM ACCEPTING RESPONSIBILITY FOR THE DECISION TO REGISTER IN CLASSES. THIS FORM MUST BE COMPLETED AND APPROVED BY THE DESIGNATED COLLEGE ADMINISTRATOR IN CONSULTATION WITH THE FACULTY EACH SEMESTER.**
- 2. THE COLLEGE MAY LIMIT THE REGISTRATION/ENROLLMENT TO NOT MORE THAN SIX (6) CREDIT HOURS.**
- 3. STUDENTS WHO ENROLL IN VOCATIONAL COURSES MAY BE ADMITTED ON AN INDIVIDUAL BASIS WITH THE APPROVAL OF COLLEGE OFFICIALS IF THE STUDENT MEETS THE ESTABLISHED REQUIREMENTS OF THE COURSES FOR WHICH THE STUDENT ENROLLS AND THE COLLEGE OFFICIAL DETERMINES THAT THE STUDENT'S ADMISSION IS IN THE BEST INTEREST OF THE STUDENT.**
- 4. STUDENTS IN DUAL ENROLLMENT, ACHIEVING A COLLEGE EDUCATION,**

may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The colleges have established a process for registration in classes for students under the age of 18 who have not graduated from high school or have a high school equivalency. The final decision for registration into any class for students admitted under section 2 of [AR 2.2.1](#) will be determined by the designated college administrator in consultation with the Faculty Chair and/or faculty.

1. Each student under the age of 18 and their parent/guardian are required to complete a separate registration form accepting responsibility for the decision to register in classes. This form must be completed and approved by the designated college administrator in consultation with the faculty each semester.
2. The college may limit the registration/enrollment to not more than six (6) credit hours.
3. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.
4. Students in dual enrollment, achieving a college education, Hoop Of Learning programs or other college-sponsored educational partnerships will follow their specific program enrollment guidelines.

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not

AND HOOP OF LEARNING PROGRAMS OR OTHER COLLEGE-SPONSORED EDUCATIONAL PARTNERSHIPS WILL FOLLOW THEIR SPECIFIC PROGRAM ENROLLMENT GUIDELINES.

CLASS REGISTRATION DEADLINES:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through www.maricopa.edu/students will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
 - o Exceptions are limited to
 - i. Courses requiring permission of instructor
 - ii. Courses requiring auditions or try-outs
 - iii. Courses for Special Populations or Cohorts
 - iv. Enrollment in an alternative section of a course taught by the same instructor
 - v. Enrollment in an alternative section of a course taught by a different instructor
 - vi. Course level changes
 - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.

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 - vi. Course level changes
 - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
 - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
 - ix. Other exceptions may be granted after faculty consultation with the student.
 - o Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

- viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
- ix. Other exceptions may be granted after faculty consultation with the student.
- o Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

AMENDED through the Administrative Regulation Process, May 20, 2014
 AMENDED through the Administrative Regulation Process, March 25, 2013
 AMENDED through the Administrative Regulation Process, June 27, 2012
 AMENDED through the Administrative Regulation Process, March 13, 2012

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 AMENDED through the Administrative Regulation Process, March 25, 2013
 AMENDED through the Administrative Regulation Process, June 27, 2012
 AMENDED through the Administrative Regulation Process, March 13, 2012
 AMENDED through the Administrative Regulation Process, May 17, 2011
 AMENDED March 22, 2011, Motion No. 9791, 9792, 9793
 AMENDED through the Administrative Regulation Process, March 4, 2011
 AMENDED through the Administrative Regulation Process, February 23, 2010
 AMENDED through the Administrative Regulation Process, March 5, 2009
 AMENDED December 9, 2008, Motion No. 9524
 AMENDED through the Administrative Regulation Process, August 18, 2008
 AMENDED through the Administrative Regulation Process, June 12, 2008
 AMENDED through the Administrative Regulation Process, January 24, 2008