



Re-Enrollment Dropped for Non-Payment

Procedure Number: 617P

Responsible Office: Campus Provosts and Student Affairs

Forms: [Form 125-069](#); [Form 125-070](#)

Effective Date: 04/01/2025

Date Last Reviewed: 04/01/2025

1. Purpose

To establish consistent college-wide procedures for implementation of the enrollment cancellation re-enrollment process.

2. Definitions

N/A

3. Procedure

- A. The college requires students to pay within 24 hours of registration after the payment deadline regardless of class start date. After the end of the drop/add period for a session, a student who has not paid may only be re-enrolled by the registrar due to college error or other extenuating circumstances. Re-enrollments must be approved by an Administrative Council member before submitting the re-enrollment form to the registrar.
- B. Provosts, Deans, Associate Deans, Division Office, and Student Affairs' staff assist students to determine if there is a documentable college error or extenuating circumstances that result in students being dropped from classes for non-payment.
- C. Students who do not submit payment by the deadline are sent communications from the college informing them that they have been dropped from classes for non-payment. Students who believe they were dropped due to college error or extenuating circumstances are to contact the campus from which they were dropped from classes. Students are advised to contact the Dean of Student Success, Academic Dean or Provost's office. If multiple campuses are involved, students may contact a single campus, and administrators will work together to resolve the issue.
- D. The Dean of Student Success, Academic Dean, or Provost will consult with the respective college offices- Financial Aid, Military, International, Business Office, Accommodations, and faculty to gather the facts about the student's case. Division offices will be consulted to determine if classes have room for re-enrolling or adding students (Form 125-069). Faculty are consulted about the feasibility of students being able to complete classes.

- E. The Provost or Dean of Student Success will review each request for re-enrollment and if there is evidence of college error or extenuating circumstances, provide the student with a re-enrollment form (Form 125-070). As needed, the Dean of Student Success will consult with the Provost before issuing the re-enrollment form.
- F. Documentation supporting re-enrollment is sent to the Provost who approves the re-enrollment and signs Form 125-070.
- G. Documentation is sent to the Campus Registrar by the Dean of Student Success or Provost. The Registrar re-enrolls the student.
- H. The Provost or Dean of Student Success notifies the student via email of approval or denial of re-enrollment.
- I. Students who do not receive approval to be re-enrolled are advised to enroll in a subsequent term class once they secure funding.