

## **II:01:11 ACADEMIC CALENDARS AND STUDENT REGISTRATION: OFF-CAMPUS LOCATIONS**

### **Purpose**

The purpose of this policy is to provide for the variance in registration dates and subsequent waiver of late fees at off-campus locations as an exception to TBR Guideline A-019.

### **General Procedures**

Official and late registration dates for enrollment in credit classes at off-campus locations shall generally fall within those dates established by the College for the main campus. In certain circumstances, however, external agencies or community groups may request that a course be offered beyond the official registration dates established for the term. In such instances, the Assistant Vice President of Academic Affairs will advise in writing the appropriate administrator in the Office of Records and Registration and the Business Office of the “official” off-campus registration date, the course(s) offered, etc. Late fees will be waived.

TBR Source: TBR Presidents Meetings February 10, 1987; May 21, 2001; August 13, 2002; November 8, 2006.

VSCC Source: April 8, 1988, President; July 2, 1997, President; September 11, 2008, President.