



POLICY

Category	
3-24 On-time Registration	
Approval	
LC Approved: 8/23/23	
Effective Date: 6/16/14	
Revised: 6/5/14	
Responsible Party: Vice President of Student Success	

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

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. Registration for a class on the date it starts must be done in person, on myWSUTECH, or on the phone, and must be completed before the class start time.
2. For online or hybrid classes, registration in the class must be completed by 11:59 PM on the day before the class starts.

Exceptions

- A. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate academic dean or designee.