

## **Liberal Arts Division**

### **Enrollment Policies**

#### **Enrolling in Full Classes**

- Students will **not** be allowed to register for classes that are full.
- This policy is non-negotiable unless a student must graduate at the end of the current semester **from Wake Tech**. Potential Wake Tech graduates should obtain a graduation checklist from Academic Advising documenting graduation readiness and present it to the dean or appropriate department head for consideration; placement into a full class is not guaranteed even for graduates.
- Students who believe the College has made an error that negatively affected their registration must request that the person who has assumed responsibility for the error contact the division dean or the appropriate department head directly. No other appeals will be considered.
- Students should **not** approach faculty members to request to be added to full sections.

#### **Adding Classes after the Last Day of Registration**

- Students will **not** be allowed to register for classes after the last day of registration. There are no appeals.

#### **Prerequisites**

- Per state and college policy, students must meet all course prerequisites prior to enrollment.
- Students who have not met prerequisites will either be dropped from the course before the semester begins or instructed to drop the course.
- Registered students with transcripts or grade reports showing proof of prerequisites must see the dean or appropriate department head for an override. (Official transcripts must be sent directly to the Admissions Office.)

#### **Registering for more than 20 credit hours**

- Students must submit the request to the dean or division secretary.
- Approval is usually given only to potential graduates with high grade point averages.

#### **Time Conflicts**

- No student schedule time conflicts will be approved.

#### **10% Date of the Semester**

- Per Wake Tech college policy, students who do not attend a class by the 10% date of the semester will be dropped from the class.