

Extended Registration:

According to the new HROG Distance Learning Compensation *With Faculty approval, students may be added to a section up to midnight of the day before certification day.* NOTE: Colleague DOES NOT read the time stamp of “the day before cert date.” Colleague will allow enrollment through cert date unless otherwise changed manually.

The ThunderBolt team gave the following cut-off dates/ranges for extended registration. Note: this does NOT apply to Online/Classroom (formerly hybrid).

First day of class (or)
2nd day of class (or)
4th day of class (or)
Midnight the day before certification date (HROG)
Midnight of certification date (Colleague)

Flex-term and summer classes (Mayterm, Winterterm, and other less than semester-length classes)

Midnight on the 1st day of class
Midnight on the 2nd day of class
Midnight on the day before certification date (HROG)
Midnight of certification date (Colleague)

The following divisions wish to end DL registration on the following date(s) for regular term classes:

Academic Enrichment: Midnight the Day before Certification Date

Business: Midnight the Day before Certification Date

Teacher Prep: Second Day of Class

Engineering: Fourth Day of Class

Human/Academic Development: Second Day of Class

Humanities: Second Day of Class

Math/Science: Second Day of Class

ESP: Fourth day of Class

World Languages: Varies (Second Day of Class) – Never Rica Garcia or Miguel Marrero

Note: No DL courses will be set up to allow students to register the day of certification day.

**Just a reminder to your faculty—when a date has been selected it will remain in colleague. It is too difficult for staff to open and close sections because a section becomes light due to drops. Remember, for faculty payment the Add/Drop roster (ADRR) screen is printed on the day after certification. The ADRR roster is the official report that determines payment for faculty. There is NEVER a guarantee an instructor's course or an instructor's load has been officially made until the running of the ADRR the day after certification.

Important: Once the decision has been made to end DL registration, if students drop from a section between the end of registration and the running of the ADRR screen and the section falls short of 15 students the payment or load will be determined by the students enrolled and appearing on the ADRR screen. Note: Students who drop on the day of certification will NOT be counted towards payment/load.

Important: The roster on eConnect may not necessarily match the roster run in Colleague (ADRR). Please do not rely on eConnect to determine load or payment of a distance learning course.

Important: Divisions other than HAD, HUMA, ESP, and WLCC must get a registration cut-off date from faculty. This information must be input in Colleague (SRGD) before registration begins. This does not roll over and must be input every semester.

The LeCroy Center has agreed to honor Extended Registration times for RLC and will do what is necessary for all 9000 numbers.