

# FORT HAYS STATE UNIVERSITY REGISTRAR'S OFFICE VIRTUAL COLLEGE COURSES

## Memorandum

**To:** Dr. Edward H. Hammond, President

**From:** Mr. Joey Linn, Assistant Vice President for Student Affairs/Registrar

**Date:** November 4, 2003

**Re:** Add Policy Statement for Virtual College Courses

Below is a proposed new add policy statement for students enrolling in or adding virtual college courses. The effective date for this policy change would be Fall 2004 and after.

**Add Policy Statement:** Students may officially enroll in or add full-semester courses up to and including the 14<sup>th</sup> calendar day after classes begin.

All open, full-semester classes (16 weeks) offered through the Virtual College will officially close 14 calendar days after the start of each semester. Courses offered through the Virtual College that meet for less than a full semester will follow the guidelines shown in the chart below.

Last day to enroll in a course offered through the Virtual College

Course Length	Calendar Days After Classes Begin					
	1	4	5	7	10	14
1 day to 2 weeks	X					
3 to 4 weeks		X				
5 to 6 weeks			X			
7 to 8 weeks				X		
9 to 12 weeks					X	
13 to 16 weeks						X

\*Students who are seeking an exception to the University add policy should contact the Registrars Office for academic appeal information.

*Approved by President's Cabinet 12/03/03*