State Fair Community College

Academic Records and Registrar

Adding a Section

Schedule Changes
Adding a Section Instructions

Students may add a course online through the student portal, mySFCC, up to the published date. Some courses may require special approval which must be obtained prior to enrollment. After the published date or in other situations a student must obtain approval to add a section.

Procedure:

1. Students should contact their Navigator prior to adding a section.
2. Locate the action and requirement on the **Schedule Changes- Adding a Section Approvals** chart. If multiple options are available select only one. Dean, Division Chair or Director approval must be from the one responsible for the course or campus. A Navigator can request approval to add a section on behalf of a student for actions that require approval from a Dean, Division Chair, Director or Vice-President.
3. Written approval must be obtained by email; verbal approval is not acceptable.
4. Written requests must be submitted by email; verbal approval is not acceptable.
5. The request or approval is submitted to the Academic Records and Registrar Office.
    a. Email: add-drop@sfccmo.edu
6. In the case of an appeal, the student, instructor, navigator and the Academic Records and Registrar Office will be notified.

Approval Legend:

Title	Approver	Sections
Dean of Academic Affairs	James Cunningham	Sedalia/Online Division 1, 2 and 3 Sections
Division Chair of Communication Studies and Wellness	Kaley Hobbs	Sedalia/Online Division 1 Sections
Division Chair of Math, Science and Agriculture	Kim Miller	Sedalia/Online Division 2 Sections
Division Chair of Fine and Performing Arts and Humanities and Social Sciences	Cara Barth-Fagan	Sedalia/Online Division 3 Sections
Dean of Technical Education and Workforce Innovation	Michael Rogg	Sedalia/Online Division 5 Sections
Division Chair of Business and Technology	Amanda Stoecklein	Sedalia/Online Division 5 Sections
Dean of Health Sciences	Dr. Rhonda Hutton-Gann	Sedalia/Online Division 4 Sections
Director, WAFB Campus	John Matthews	Whiteman Air Force Base and Marshall Sections
Director, Clinton Campus	Dara Bigler	Clinton and Warsaw Sections
Director, Boonville Campus	Bethany Pfeiffer	Boonville Sections
Director, LOZ Campus	John McMahon	Lake of Ozarks and Eldon Sections
Vice President for Educational and Student Support Services	Dr. Brent Bates	All Sections and Locations

State Fair Community College

Schedule Changes
Adding a Section Approvals

Part of Term	Interim	16	18, 28	12	14, 24	6
After Last Enrollment Deadline	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal
NURS 102, NURS 103 After Last Enrollment Deadline	Student may submit request until 11:59 pm the day before section starts	Student may submit request until 11:59 pm the day before section starts	Student may submit request until 11:59 pm the day before section starts	Student may submit request until 11:59 pm the day before section starts	Student may submit request until 11:59 pm the day before section starts	Student may submit request until 11:59 pm the day before section starts
Dropped as a No Show (Administrative Error)	Instructor may submit request to reenroll student	Instructor may submit request to reenroll student	Instructor may submit request to reenroll student	Instructor may submit request to reenroll student	Instructor may submit request to reenroll student	Instructor may submit request to reenroll student
Reinstatement After Reported as a No Show (Never Attended)	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal	File Late Registration Appeal
Reinstatement After Student Initiated Drop	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President
Closed Section (Max Capacity Override)	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President	Dean* or Division Chair* or Director* or Vice-President
1 Section of Bridged or Corequisite Course (Sedalia Campus)	N/A	Dean* or Division Chair* or Vice-President	Dean* or Division Chair* or Vice-President	Dean* or Division Chair* or Vice-President	Dean* or Division Chair* or Vice-President	Dean* or Division Chair* or Vice-President
1 Section of Bridged or Corequisite Course (Extended Campus)	N/A	Director*	Director*	Director*	Director*	Director*
Prerequisite Override (All Campuses)	Division Chair	Division Chair	Division Chair	Division Chair	Division Chair	Division Chair

* Approval must be from the Dean or Division Chair responsible for the course or the Director responsible for the campus.

Note: Some sections have special approvals and may require the approval of the Instructor, Program Coordinator, TRiO Advisor or Athletic Director.

Max Overload Request Instructions

Description: Define the approval process for max overload.

Effective Date: Summer 2016 registration and forward.

Criteria:

1. Cumulative GPA of 3.0 or higher OR
2. Graduating in the term requesting the overload.

Procedure:

1. Students should contact their Navigator prior to requesting the approval. A Navigator cannot request approval on behalf of a student.
2. The approval request is sent by the student to add-drop@sfccmo.edu.
3. The student and Navigator will be notified if the request is approved or denied.

Permission Format (Email):

Subject: Max Overload Request

Student ID:	
Student Name:	
Semester:	
Hours Requested:	
Current Cumulative GPA:	
Anticipated Graduation Date:	
Reason for Request:	

Prerequisite Overrides Instructions

Description: Define the approval process for prerequisite overrides.

Effective Date: Spring 2016 registration and forward.

Criteria:

1. Prerequisite overrides are not approved for developmental courses.
2. Prerequisite overrides are not approved for courses that have developmental prerequisites.
3. Prerequisite overrides are not approved for courses that have English or Mathematics prerequisites.
4. Prerequisite overrides should only be approved when a student has industry training or experience that is not reflected in the student's coursework or demonstrates that he or she has mastered the objectives of the previous course.

Procedure:

1. Students should contact their Navigator prior to requesting the approval. A Navigator can request approval on behalf of a student.
2. The approval request is sent by the student or Navigator to the Division Chair responsible for the course. This includes courses that are being offered at extended campus sites. The Division Chair sends the approval or disapproval to add-drop@sfccmo.edu.
3. The student and Navigator will be notified if the request is approved or denied and the student has been added to the section if applicable.

Special Permission Sections
8 Week Sequence Sections
Navigator Enrollment Guide

Special Permission Sections

- Documentation **required** to be sent to the Academic Records and Registrar Office
- Forward written approval with student and section information to add-drop@sfccmo.edu *(See Special Permission Instructions Handout)*

Exceptions

- Documentation **not required** to be sent to the Academic Records and Registrar Office

ENGL 070/101 Health Sciences Sections

- Division 4 Health Sciences Navigators have approval to enroll students in these sections

Johnson Controls Sections

- Division 5 Industry Navigator has approval to enroll students in these sections

Welding Accelerated Sections

- Division 5 Industry Navigator has approval to enroll students in these sections

Automotive Sections

- Division 5 Industry Navigator has approval to enroll students in these sections

8 Week Sequence Sections

- Documentation **not required** to be sent to the Academic Records and Registrar Office
- All Navigators have approval to enroll students in these sections after making sure all prerequisites are met for sequence section

Unsure

- Forward written approval with student and section information to add-drop@sfccmo.edu

Special Permission Courses
Instructions

Description: Define the approval process for special permission courses.

Effective Date: Summer 2016 registration and forward.

Procedure:

1. Students should contact their Navigator prior to requesting the approval. A Navigator can request approval on behalf of a student.
2. The approval request is sent by the student or Navigator to the approver responsible for the course. This includes courses that are being offered at extended campus sites. The approver sends the approval or disapproval to add-drop@sfccmo.edu.
3. The student and Navigator will be notified if the request is approved or denied and the student has been added to the section if applicable.

Permission Format (Email):

Subject: Approval to Enroll

Student ID:	
Student Name:	
CRN:	
Course Name:	