



## Student Registration When a Registration Period Has Closed Guidance Document

**Purpose:** This guidance document outlines the policy and process Online Providers must follow when a student requests enrollment in a course after the Online Provider's established registration period has closed.

**Policy:** Once an Online Provider's established registration period has closed, it must remain closed and will not be re-opened for students who have missed the established registration deadline.

*Exception:* A CE session can be re-opened for a student who registered with an Institution of Higher Education (IHE) but failed to complete registration with the Online Provider. If a student simply missed the established registration period and forgot to register for the CE course, the CE session cannot be re-opened.

### Post Registration Options:

- An Online Provider may recommend that the student register for an alternative enrollment period that remains open with the Online Provider
- An Online Provider may recommend that the student enroll with an alternative Online Provider whose established registration period has not yet closed

*Effective Date: June 1, 2026*