

Student Swap and Registration Policy for High-Demand Courses
(Effective March 1, 2025; Revised September 1, 2026)

1. **General Swap Policy (Prior to the 14-Day Cutoff Period) for All Classes except the Basic Recruit Class (Firefighter I/II NFPA 1010).**
 - Departments may swap students up to 14 days prior to the course start date, provided all prerequisites are met and the necessary documentation is submitted for the new “swapping” student.
 - All swaps must be processed through the Acadis Registration System to ensure consistency.
2. **Swaps (Within the 14-Day Cutoff Period)**
 - Within 14 days of the course start date, swaps are permitted in cases when the originally registered student cannot attend.
 - The new student must have all paperwork submitted in advance, meet all prerequisites and be on the waitlist for a future delivery.
 - A written request for the swap with justification must be submitted from the Training Officer or Fire Chief to the Registrar’s Office for approval at registrar@msfa.ms.gov.
3. **Emergency Swaps (Within the 7-Day Lockout Period)**
 - Within 7 days of the course start date, swaps are not allowed without approval from a Deputy Director or the Executive Director.
 - A written request with justification from the Training Officer or Fire Chief must be submitted to the Registrar’s Office, along with the Registrar’s recommendation, and then forwarded to the Deputy Director or Executive Director for consideration.
 - Last-minute swaps are discouraged as they interfere with logistical planning and place an undue burden on staff, (e.g., availability of housing, special accommodations, accounting, registration, and dissemination of pre-course materials).
4. ****No Swaps on Course Start Date****
 - Swaps are not permitted on the same day the course begins. This means that un-enrolled students will not be permitted to be enrolled on the day courses begin.
 - Enrolled students who do not attend the first day of the course will forfeit their slot and be charged the full amount of the course fee.
5. **Registration Request - Requirements**
 - Students on the waitlist must have all prerequisites documented in the Acadis Registration System.
 - Departments must verify prerequisites before placing students on the waitlist to prevent inflated demand on the Acadis Registration System and prevent unfair enrollment practices that block others from enrolling.

6. **No-Show Policy**

- The full course fee will be charged to the sponsoring department for students who fail to attend the first day of the course (considered as a “no-show”).

7. **Slot Ownership**

- Departments do not “own” slots - All registrations are governed by established registration policies by the Mississippi State Fire Academy to ensure fairness and transparency.

8. **Applicability to All Deliveries**

- These policies apply equally to on-campus, field, and online deliveries, excluding the FFI & II 1010 course.

9. **Low Enrollment Courses**

- For courses that are deemed “low enrollment”, registration may remain open longer at the discretion of the Registrar and the MSFA Leadership while vacancies are being filled.

Key Considerations

- Centralized Approval Process: Ensures consistency and reduces administrative issues.
- Consistent Documentation & Approvals: Training Coordinators must submit all required documents and prerequisites at least 14 days before the course start date.
- 7-Day Lockout Period: Prevents last-minute disruptions, ensuring students have the best possible learning experience at the Mississippi State Fire Academy.
- Emergency Requests: Emergency swaps should be rare and justified and not used as a substitute for poor planning.

OPEN REGISTRATION	14-Day (Swap Period) Registration is “OFF”	7-Days – Lockout Period	Course Begins No “Day-Of” Swaps or Enrollments
Registration is open 14 Days before the course begins	To swap, the T.O. must have a fully eligible student that is waiting in the queue.	Emergency Swaps Only!	
Processed through Acadis	Requires a written request submitted from the T.O. or Fire Chief to the Registrar	The Registrar can forward the request and recommendation for an Emergency Swap	
	Swaps are processed through Acadis with the Registrar’s Permission	Requires Deputy Director or Executive Director Approval Only	

Figure 1. Enrollment Parameters