

DIN: 2065-1-01
Title of Policy Registration Changes (Add/Drop/Withdraw)

Policy

The College allows enrolled learners to make changes to their registered courses within certain time limits. Learners are encouraged to consult with their advisor before making registration changes. Learners are responsible for knowing the actual deadline dates for making registration changes.

Add/Drop Courses. The Add/Drop period is the first five instructional days of the semester. Last Day to Add/Drop dates are determined by the Registrar. *(NOTE: “Instructional days” refers to class days listed on the college’s academic calendar, not class sessions of individual courses.)*

Add courses: Learners may **add** courses until registration closes at midnight of the Last Day to Add/Drop. Alternative registration options may be applied by the Registrar.

Drop courses: Learners may **drop** courses until midnight of the Last Day to Add/Drop without incurring liability for the course tuition and without impacting their GPA. It is important for learners to note they may not drop a course they have attended* (whether campus or online course) simply by no longer attending/participating. Learners can drop a course through the e-services web registration page. Courses dropped by the learner within the “Add/Drop” period do not appear on the learner’s transcript. Financial aid awards will be recalculated minus the credits from the dropped course(s), and the learner will not be financially liable for the dropped course. For courses whose first class session is after the Add/Drop date, learners must drop the course by the end of the next business day after the first class session to cancel their liability for the course.

**“Attended” for an online course means that the learner has logged into the course.*

Withdrawal. Once the Add/Drop period has ended, learners who decide to discontinue attending a class must complete a course withdrawal. Withdrawing from a course does not reduce the tuition obligation. The Last Day to Withdraw date is established by the Registrar. For fall and spring semesters, this date is set at the 100th calendar day of fall semester and the 110th calendar day of spring semester. If the target date falls on a weekend, the date may be moved up to the Friday before the 100th or 110th day. The summer semester Last Day to Withdraw date is pro-rated to 68% of semester. No course can be withdrawn from after the Last Day to Withdraw has passed.

Withdraw from a course: Learners may officially **withdraw from** a course until midnight of the official Last Day to Withdraw (see above). It is important for learners to note a learner may not withdraw simply by non-attendance. Learners can withdraw from a course through the e-services web registration page. If a learner withdraws from a course after midnight of the fifth instructional day and prior to midnight of the official withdraw date of the semester, a grade of **W** (*Withdraw*) will appear on the learner’s academic record. When a learner stops attending a course for which he/she is registered without officially withdrawing from that course, the learner will receive the earned grade for the course and remains liable for tuition and fees for that course.

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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/> x

Withdraw from all courses. Learners who withdraw from all courses (entirely withdraw from the college) after the Drop/Add date are entitled to a partial refund of tuition in accordance with the schedule specified in the 2090-1-01 Tuition Refund policy.

Courses of Shorter Duration: Proportional time limits for withdrawing from all courses (68% of course length) are applied to courses of shorter duration than one semester.

Learner Responsibilities: It is the responsibility of the learners to know all registration deadline dates, to manage and monitor their own course registrations, and to determine what impact registration changes will have, if any, on their progress toward program completion and on their tuition obligation and their financial aid. Repayment of financial aid received is usually required as the result of course withdrawals.

Purpose

To ensure that learners are appropriately registered in courses and that records accurately reflect the learner’s enrollment, as well as to clarify financial responsibilities borne by learners for their course registrations. This policy is also intended to limit the College’s financial liabilities resulting from learners’ outstanding financial obligations.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar	Ensure implementation of this policy. Establish Last Day to Add/Drop and Last Day to Withdraw dates for each semester in accordance with this policy.
Learners	Know registration change deadlines and determine the impact of making course registrations. Make registration changes through the web registration page.

Supporting References

Listed below are college document(s) that support this policy:
2060-1-01 Registration Policy

Compliance References:

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