POLICY

Students may make changes to their course schedules at any time prior to the first day of classes of each semester or term. The first day of classes of each semester or term is identified on the Academic Calendar on the College website.

An Add/Drop Period begins on the first day of classes of each semester or term. During this period, students may adjust their schedules to register for a course (Add), to remove an existing course (Drop), or both. The Add/Drop Period terminates on the last day of registration of the semester or term; the last day of registration for each semester and term can be found on the College website.

ADOPTED: December 6, 2018

PROCEDURE

After students have registered for their course schedules, they may add courses to or drop courses from their schedules during the Add/Drop Period, which ends on the last day of registration. The last day of registration for each semester or term can be found on the College website. Courses may be added or dropped in person at the Registration and Records Office or by using WebAdvisor or Student Planner.

A. <u>Adding a Course</u>

Students may add courses to their schedules during the Add/Drop Period, provided there are available seats in the course, by completing an Add/Drop Form. If the maximum class size for the course has been reached and the instructor is agreeable to enrolling a student as an overload, the instructor must sign a Course Overload Form. The Course Overload Form must be submitted to the Office of Registration and Records, along with the Add/Drop Form, to allow entry into the class.

Absences resulting from adding a class during the Add/Drop Period do not waive the instructor's requirements of the students to successfully complete the course. Class work and examinations missed due to these absences must be made up as required by the instructor.

The following policies may affect the adding and/or dropping of courses:

- Policy #5132, Students, Registration, General Requirements
- Policy #5302, Students, Payment of Tuition and Fees

B. <u>Dropping a Course</u>

If students want to drop courses, it is the students' responsibility to do so by completing an Add/Drop Form. Courses may be dropped in person at the Registration and Records Office or by using WebAdvisor or Student Planner.

When classes are dropped, tuition refunds are in accordance with Policy #5144, Students, Withdrawal, Refund.

ADOPTED: December 6, 2018