

**Section:** Academic Administration

**Section Number:** 2.6.3

**Subject:** Registration - Adds and Drops

**Date of Present Issue:** 08/06/01

**Date of Previous Issues:**  
03/74, 02/88

POLICY:

- A. Current full and part-time students may advance schedule for the next semester during scheduling week, which is typically the 12th week of the current semester.
- B. The normal drop/add period for a semester is through the first six (6) days of a 15-week course. The drop/add period for classes meeting less than 15 weeks will be prorated.
- C. Students may make changes to their schedules through the first six (6) days of the 15-week semester and their fees will change accordingly. No grade will be given for a course that is dropped within the first six (6) days of the 15-week semester.
- D. Assuming there is class availability and the student has the necessary prerequisites, the student does not need to obtain the instructor's signature, but will need the advisor's signature, to drop or add a course during the first six (6) days of the semester.

Students shall be allowed to drop and add courses within the "6-Day Drop & Add Period" using the following procedure:

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Student	<ol style="list-style-type: none"> <li>1. Acquires a "Drop/Add Form" from the Student Service Center or the academic department office.</li> <li>2. Fills out form completely.</li> <li>3. Returns form to Student Service Center for processing.</li> </ol>
Scheduler	<ol style="list-style-type: none"> <li>1. Reviews form. Ensures form lists student's name, ID number, class(s) student wants to drop or add, and academic advisor's signature. Processes drop/add form. Makes sure course prerequisites are met. If a class is full, looks for alternate section of the course. If no alternate, offers the student the option of being waitlisted for the course (if waitlist function still available at the time).</li> <li>2. Prints a new schedule for the student. If fee statements have already been mailed, then a new fee statement is printed instead of a new schedule.</li> </ol>
Registrar's Office	<ol style="list-style-type: none"> <li>1. Attaches "Drop/Add Form" to the student's original "Course Request Form"</li> </ol>

Students shall be allowed to drop courses after the "Six (6) Day Drop and Add Period" provided it is still within the first eight (8) weeks of the 15-week semester (40 school days) using the following procedure:

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Student	<ol style="list-style-type: none"> <li>1. Acquires a "Drop With N Grade Form" from the Student Service Center or the academic department office.</li> <li>2. Fills out form completely.</li> <li>3. Obtains instructor's signature and academic advisor's signature for all dropped classes.</li> <li>4. Returns form to Student Service Center for processing.</li> </ol>
Scheduler	<ol style="list-style-type: none"> <li>1. Reviews form. Ensures form lists student's name, ID number, instructor's signature, and academic advisor's signature for all dropped classes. Notifies student there is no refund for partial drops after six (6) day drop/add period.</li> <li>2. Processes drop form.</li> <li>3. Prints a new schedule for the student.</li> </ol>
Registrar's Office	<ol style="list-style-type: none"> <li>1. Files "Drop With N Grade Forms" alphabetically.</li> </ol>

PROCEDURE

Students shall be allowed to add courses after the "Six (6) Day Drop and Add Period" using the following procedure:

<u>WHO</u>	<u>DOES WHAT</u>
Student	<ol style="list-style-type: none"> <li>1. Acquires a "Late Registration Request Form" from the Student Service Center.</li> <li>2. Fills out form completely.</li> <li>3. Obtains instructor's signature and academic advisor's signature for all added classes.</li> <li>4. Returns form to Student Service Center for processing.</li> </ol>
Scheduler	<ol style="list-style-type: none"> <li>1. Reviews form. Ensures form lists student's name, ID number, instructor's signature, and academic advisor's signature for all added classes.</li> <li>2. Processes "Late Registration Form."</li> <li>3. Prints new fee statement and collects payment for additional course.</li> </ol>
Registrar's Office	<ol style="list-style-type: none"> <li>1. Files "Late Registration Forms" alphabetically.</li> </ol>

#### PROCEDURE

Students shall be allowed to drop a course after the eight (8) week drop period only with approval of the Dean of the College in which the course is offered. This policy does not pertain to students dropping all of their courses. Students withdrawing **completely** from school must follow the withdrawal policy stated in the current scheduling booklet.

<u>WHO</u>	<u>DOES WHAT</u>
Student	<ol style="list-style-type: none"> <li>1. Acquires a "Late Withdrawal Form" from the Registrar's Office.</li> </ol>
Registrar's Office	<ol style="list-style-type: none"> <li>1. Explains proper withdrawal procedure to student.</li> </ol>
Student	<ol style="list-style-type: none"> <li>1. Fills out "Late Withdrawal Form." Obtains signature and recommendation of the instructor.</li> <li>2. Obtains academic advisor's signature on the "Late Withdrawal Form."</li> <li>3. Meets with Dean to request permission to drop.</li> </ol>
Dean	<ol style="list-style-type: none"> <li>1. Approves or denies student's request to drop.</li> </ol>
Student	<ol style="list-style-type: none"> <li>1. Returns completed form to Registrar.</li> </ol>
Registrar	<ol style="list-style-type: none"> <li>1. Verifies student obtained proper approval for drop and enters a W grade for the course.</li> <li>2. Files "Late Withdrawal Form" alphabetically.</li> </ol>