

Curriculum Student Registration/Add/Drop/Withdrawal/Never Attend

Advising and Registration

The college provides ample opportunity for students to register for classes and encourages students to maintain regular advising appointments with advisors beyond the registration period. Exact registration times and dates are announced in advance through campus publications. Currently, enrolled students should schedule an appointment with their advisor to receive advice concerning their selection of courses and degree progress. New or returning students should schedule an appointment with a student services advisor to register for courses and to be coded into a program of study. ([Procedure 3.01.10](#))

How students can add a class after classes have begun.

For most classes, the add period is the first two days of the semester or prior to the first day of the course.

Students wishing to add a class that has met more than once must complete an Add/Withdrawal Form. Students may not add a course after the Add Period on the Schedule of Courses unless the following procedure is followed:

1. The student should complete the Add/Withdrawal Form, which will route to the appropriate division dean.
2. The dean, after consulting with the faculty, should deny the request, if he or she thinks the student has missed too much class to be successful.
3. If the dean, after consulting with the faculty, thinks the student can start the class and be successful, the dean will accept the form and discuss the petition with the executive vice president.
4. The executive vice president will either approve or deny the request and direct the dean to communicate the decision to the student.
5. If approved, the form will be delivered to the registrar, who will add the student to the course.
6. If denied, the dean will communicate the decision to the student.

How students can drop a class.

Students can drop a course prior to the census date (10% point) of a class by dropping the course in Self Service or coming to the registrar's office and requesting a class to be dropped. Dropped courses are not recorded on students' transcripts and are not calculated in attempted hours for student completion.

How students can withdraw from a class.

Students wishing to withdraw from a class should complete the Add/Withdrawal Form or email their instructor to request a withdrawal. After the 10% point, but before the beginning of the exam period, a grade of W will be entered on the student's transcript. After the exam period begins, a grade will be issued in accordance with the grading policies and will be recorded on the students' transcript, unless the student officially withdraws from all courses.

Never Attend - Instructors should identify students who never attend a course.

Instructors will record students' first day of attendance in a course. Students who never attend a course will be marked as a no-show and will be removed from the course prior to the census date.

Instructors may withdraw students with excessive absences.

Instructors may withdraw students who have excessive absences. Students withdrawn for excessive absences will receive a grade of W until the day before the exam period. After that time, instructors may issue a grade in accordance with grading policies.

How students should withdraw from all classes.

Students desiring to completely withdraw from all classes should contact student services for the forms and procedures necessary for official withdrawal. Students may withdraw from the college with a grade of W in all courses the day after the 10% date and prior to the first day of the final examination period. After the final exam period, student grades are assigned in accordance with [Procedure 3.01.11](#).