

# COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 13

## REVISED TIMETABLE FOR COMPLETION OF REGISTRATION, AND **ADD**<sub>[DCF1]</sub>, **DROP**, **ADD**<sub>[DCF2]</sub> and **Withdraw** **WITHDRAW**

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Revised by Academic Support Sub-Committee, December 17, 2009

The College has endeavored to meet, to the fullest extent possible, the needs, interests, and schedule requirements of students, current and potential. In so doing, it has, in recent years, extended the Registration and Drop/Add activities throughout the first week of classes.

A regrettable consequence of the attempt to accommodate students has been the disruption of instructional activities.

Registration and Drop/Add must not interfere with instructional activities at the beginning of each term. Therefore, to minimize possible interference, this Policies and Procedures memorandum instructs all offices and individuals involved in Registration and Drop/Add to adopt these procedures for modification of registration.:

1. Move office schedules forward and develop appropriate procedures and timetables so that Registration and open Drop/Add can be completed prior to the first day of classes.
2. The College will publicize and stress the firmness of the new timetable and procedures for Registration and Drop/Add/Withdraw by advertising and other internal and external communications to students.
3. The College will permit Permit exceptions to the general rule that Registration and Drop/Add must be completed prior to the first week of classes only in instances such as the following: this policy only under documentable extenuating circumstances.
  - a. The College itself is responsible for errors in the student's schedule (e.g., a student is registered into a course without proper consideration for the prerequisite of the course).

- b. A student, after having registered into a course, fails the prerequisite of the course.
  - c. Classes are cancelled after the payment match.
  - d. Special program placement testing or English placement testing during the first week of classes reveals that a course change is indicated.
- e. A personal crisis warrants a special review by the Dean of Students or his or her designee. Once a student has registered, the student may drop a course during the first 20% of the part-of-term\* without penalty (i.e., the drop will not appear on the academic record). A drop after the last day of the 20% point will be coded as a withdrawal (a “W” will appear on the academic record) and will count in the calculation of academic progress with regard to course completion. Students withdrawing from all courses and who received financial aid are subject to financial aid refund and repayment policies. Please see the Course Listing brochure for the term dates, refund periods and drop information.

To add a course after the term starts:

1. Once the class has met, the written approval\*\* of the instructor is required.
2. If the class has met three to six hours, the written approval of the instructor and the respective department head are required.
3. If the class has met six or more hours, the written approval of the instructor, the respective department head, and the division dean are required.

For Distance courses:

- For the first 2 calendar days, students can add without written approval.
- On days 3 & 4 the instructor’s written approval is required.\*\*
- On day 5 the written approval of the instructor and the respective department head is required.\*\*
- On day 6 and after, written approval of the instructor, respective department head, and division dean is required.

\* part-of-term [POT] is defined as the length of time of a course. The POT can run within a major semester—fall, spring or summer, or can overlap them.

\*\* e-mail is an accepted form of written approval