

**COURSE ADDS AND DROPS****A. Adding Courses**

Students may add classes during all registration periods as long as they are eligible for that specific registration priority. Once the class begins, registration continues through Monday of the third week of a full semester or 20% of a short-term course however, add authorization codes are required. Add authorization codes are obtained from the instructor.

During the third through the eighth week of the semester, students who attended a class prior to the 20% point but who failed to register for a class, may complete a Late Add Petition, which is signed by the student and the instructor. The petition will be reviewed by the Director of Admissions & Records. If the petition is approved, the student will be added to the class by registration staff.

**B. Withdrawals from Courses (Drops)**

Students may withdraw or drop classes before Monday of the third week of a full semester or 20% of a short-term course, without a "W" on their transcript and a refund of enrollment fees.

Withdrawals are authorized through the tenth week of a full semester course or 60% of a short term course. A "W" will be recorded on the student's transcript and enrollment fees will not be refunded. Students can complete the withdrawal online.

Instructors shall clear their rolls of all students who have not attended the class no later than the end of the last business day before the census day. These students are purged by registration staff, resulting in a refund of all fees and no record of the class on the students' transcript. If a student has stopped attending class before the end of the tenth week of a full semester course or 60% of a short-term course, an instructor may submit a drop slip for the student.

Late drop requests after the mandated final drop date can only be approved for specific, extenuating circumstances. Documentation must be included with the request. If request is approved, student will be dropped with a "W" and no refund.