

Adding and Dropping Classes

Purpose: To establish CSN policy and provide catalog text for adding and dropping classes. Upon Senate's approval and the President's signature, this policy will become part of the 2009 catalog and be effective from fall 2009.

Change of Enrollment/Registration

"Change of enrollment" is defined as changes made by a student to his/her initial class registration. A change in your registration can be made either online or in person, **but even-exchange of courses must be made in person at the Office of the Registrar.** Consult a counselor or an academic advisor when making changes to enrollment to prevent any problems with your college records, financial aid status, or applicable veteran benefits.

Types of Changes

A. Adding a Course (no late registration fee charged):

1. Adding a course means enrolling in a new course during the registration period.
2. Classes may be added or enrollments reinstated during the first week of the scheduled registration period for courses that are 10 weeks or longer, or through the end of the 1st course instruction day of any shorter than 10 week course. All course adds require instructor permission through email, the signature form, or notification given to the eLearning Office. Permission is at the discretion of the instructor. If permission is granted before late registration begins, the student will not be charged late fees.
3. Students awaiting posting of financial aid may be carried on the class rosters until the last day of the 5th week with approval of the financial aid office.
4. Faculty members can verify official student enrollment using the web grading rosters.

B. Late Registration:

1. Late registration follows the regular adding procedure as given in section A above and the time period is defined as follows:
 - a. Full 16 week classes: Weeks 2 and 3 of the class.
 - b. 10 weeks or more but less than 16 week classes: Week 2 of the class.
 - c. 4 weeks or more but less than the 10 week classes: Through the 1st week of the class.
 - d. If an instructor does not accept any late registrations, the instructor must ask their department chair to block their course once the term begins.
2. Registration during the Late Registration period:

a. Week 1: Students must receive permission from the instructor to enroll in any class once the term begins. **Permission is at the discretion of the instructor, per the Late Registration Form, and may be given via email.** If an instructor is not available to grant permission, then with instructor's approval the Department Chair or a designee may grant permission.

b. Week 2 and 3 (only applicable to classes that run for 10 or more weeks): Instructor and the Department Chair or their designee's signatures are required, as per the Late Registration form, for all enrollments. If an instructor is not available to grant permission, then with the instructor's approval the Department Chair or a designee may grant permission.

3. Late Registration Fee: A total of \$5.00 per day, to a maximum of \$25.00 per semester (\$10.00 for summer session), will be charged to the student. Late registration fees will not be refunded.

C. Exchanging Courses or Sections of a Class:

Students are permitted an *even exchange* of **a course for a different course** that is of equal or fewer credits (a student may appeal to receive a refund for the extra credits). **If the exchange occurs within the Late Registration period instructor and department chair approval is required.** No course exchanges will be allowed after the Late Registration Period. If the courses being exchanged are of different length (i.e. exchanging an eight week class for a sixteen week class), the exchange must occur within the first week of the course the student is already enrolled in.

Students must perform this *even exchange* transaction in person at the Office of the Registrar. E-Learning students who are unable to appear in person due to distance or other extenuating circumstances must contact the instructor and then the instructor must email the eLearning Office for change of enrollment.

Section exchanges within the same course will be permitted at any time during the semester with the permission of the instructor and department head or designee. The department head or the designee must email the Registrar with this information if the section exchanges are approved.

Students are responsible for any additional fees for the new class or section. No refund of fees from the previously enrolled course will be given.

D. Withdrawing from a Course:

1. Withdrawing from a course means officially withdrawing in person or online from the course **AFTER** the refund period. Enrollment in the course will appear on your college

record, and you will receive a grade of “W” for the class. The college reserves the right to withdraw a student for just cause.

2. A student may withdraw from a course without academic penalty during the first 60 percent of a session and receive a grade of W (withdrawal). The last day to withdraw without academic penalty from regular session courses is:

16 week course = You must withdraw by the end of the 10th week.

10 week course = You must withdraw by the end of the 6th week.

8 week course = You must withdraw by the end of the 5th week.

6 week course = You must withdraw by the end of the 4th week.

4 week course = You must withdraw by the end of the 3rd week.

3. **Exceptions to this policy may be made ONLY when initiated by the instructor.**

4. Students should not stop attending college without officially withdrawing in person or online from all classes. Failure to properly withdraw from college may result in the assignment of an F grade to a student’s permanent record. Students should see a counselor or an academic advisor to consider options before withdrawing from college.

5. When withdrawing from a class or from the college, the official withdrawal is effective on the date it is processed by the Office of the Registrar, not the date of the last class attended, unless the two dates coincide. If the college withdraws a student from a course, the official withdrawal date is the last day the student attended the class, as reported by the instructor.

E. Students adding or exchanging courses or sections are required to complete any missed work if making up missed work is allowed by the instructor. Students must contact instructor for this information.

F. The deadline for adding, dropping, and withdrawing without academic penalty from courses are published every semester in the Schedule of Classes and the college catalog. For more information contact a counselor.