

Adding and Dropping Classes

PURPOSE: To establish CCSN policy and provide catalog text for adding and dropping classes. Upon Senate’s approval and President’s signature, this policy will become part of the 2008 catalog and be effective from Fall 2008.

POLICY (Catalog Text):

~~Students may add classes through the last day of late registration. Students may officially drop classes through the Friday of the 12th week of classes. After the 12th week of classes an evaluating grade will be assigned to students enrolled even if they have stopped attending class. Consult a current Class Schedule for dates and deadline~~

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. Consult a counselor or an academic advisor when making changes to enrollment to prevent any problem with your college records, your financial aid status, or your veteran benefits.

Types of Changes

A. Adding a Course

1. Adding a course means enrolling in a new course during the registration period.
2. Classes may be added or enrollments reinstated during scheduled registration periods through the end of 1st instructional week of each 10 week or longer term semester, or through the end of the 1st course instruction day of any shorter than 10 week semesters. If the classes are FULL, instructor’s signature will be required.
3. Students awaiting posting of financial aid may be carried on class rosters until the last day of the 5th week with approval of the financial aid office.
4. Faculty members will verify student enrollment using the web class rosters.

B. Late Registration

Late registration follows the regular add procedure as given in A and is defined as follows:

Full 16 week semesters: First three weeks of the class.

Ten weeks or more but less than 16 weeks classes: First Two week of the class.

Four week or more but less than ten week classes: First week of the class.

Registration during the late registration:

Week 1:

For classes that run ten week or more, no signatures are required unless the student is attempting to enroll in a FULL section. If the section is FULL, the instructor's signature/approval is required. If an instructor is not available to sign the form, the Department Chair or their designee may sign with the instructor's approval.

Week 2 and 3 (Only applicable to classes that run for ten or more weeks):

Instructor and the Department Chair or their designee's signature is required for all enrollments. If an instructor is not available to sign the form, the Department Chair or their designee may sign with the instructor's approval.

~~Week 9 and thereafter: Instructor, appropriate Dean or Department Chair, AND Vice President of Academic Affairs or the Vice President's designee MUST sign the form, an appropriate Dean or Department Chair or their designee may sign with the instructor's approval.~~

~~Returning and Readmitted Students- Returning students (currently taking class at CCSN) or readmitted students (have attended a class at CCSN, but have been away for five or more semesters) do not need to resubmit an Admissions Form. They can simply register for classes using Web Registration.~~

~~Registering Students to Closed (Full) Classes. Students may only be added to a full class with the approval of the instructor or in the case of institutional error, by the Office of the Registrar. No student may be enrolled in a full class after the first 14 days of the semester. No person will be allowed to continue attending a class after the second week of the semester unless the student is registered for the class. Students are responsible for any work they have missed due to late enrollment. Students who wish to enroll in classes that commence later than the regular semester start date may do so up to the first day of that scheduled class~~

Late Registration Fee: \$5.00 per day to a maximum of \$25 per semester (\$10.00 for summer session) for students registering for seven or more credits. Late registration fee will not be refunded.

B. Dropping a course

Dropping a course means officially dropping in person or online a course ON or BEFORE the last day to drop for a tuition refund (refer to Refund Policy for complete guidelines) as published in the CCSN Schedule of Classes. Enrollment in the course will not appear on your college record, and you will not receive a grade for it.

C. Withdrawing from a course

- 1. Withdrawing from a course means officially withdrawing in person or online 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 it. The college reserves the right to withdraw a student for just cause.**
 - 2. You 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 published in the Class Schedule. After that date, if you withdraw or are withdrawn from a course, you will receive a failing grade of F.**
 - 3. Exceptions to this policy may be made ONLY when initiated by the instructor and approved by the department chair; ONLY if you are able to document mitigating circumstances; and ONLY if you were making satisfactory progress in the course.**
 - 4. Do not stop attending college without officially withdrawing in person or online from all your classes. Failure to properly withdraw from college may result in the assignment of an F grade to your permanent record. Please see a counselor or an academic advisor to consider your options before withdrawing from college.**
 - 5. When you withdraw from a class or from the college, your official withdrawal is effective on the date it is processed by the Office of the Registrar, not the date of the last class you attended, unless the two dates are the same. If you are withdrawn by the college from a course, your official withdrawal date is the last day you attended class, as reported by your instructor.**
- D. The deadlines for adding and dropping courses and withdrawing without academic penalty from regular session courses are published every semester in the Schedule of Classes and the college catalog. For more information, contact a counselor or the Office of the Registrar.**