

Add/Drop

Students may adjust their schedule (drop/add courses) during the drop/add period as outlined on the college's academic calendar. Generally, students have two weeks to the start of the semester in which to add a course. Courses cannot be added after this period.

1. Courses may be dropped up to the 9th week of the semester without academic penalty that is without a "W" grade. "W" grades can only be assigned by the Registrar's Office.
2. Student's withdrawing from courses after the add/drop period will find that the course will remain on their transcript with a "W" grade. Course(s) with a "W" grade does not affect a student's cumulative or semester grade point average.
3. Should a student wish to withdraw from a course after the withdrawal period they may do so however they will receive an "F" grade for the course. Please note that "F" grades will affect the overall semester and cumulative grade point average.
4. Students wishing to change a section of a course must also adhere to the drop/add procedure and policy.
5. Student's withdrawing from courses must complete the add/drop form and submit it to the Registrar's Office with all the relevant signatures.

Students withdrawing from courses must be guided by the college's refund policy.