

ADDING OR DROPPING COURSES

Students may add or drop courses within the time limits established by the College.

Policy included in WWCC Catalog.

Procedure on following pages.

ADDING OR DROPPING COURSES

Students may add or drop courses within the time limits and according to the procedures described below.

Adding a Course

During the first 3 class days of each semester, students may add full semester courses.

Time limits for adding block courses differ from the time allowed for adding full semester courses. A student may add an 8-week block course during the first 2 class days of the course or may add a 5-week block course during the first 2 class days. (See 5230B) After the period for late registration passes, students may not enroll in a course. Exceptions are handled on a case-by-case basis and it should be referred to the Registrar's office for forwarding to appropriate Student Learning departments.

Dropping a Course

Students may drop or withdraw from courses at three different times, each with a distinct procedure.

Beginning of the Semester

During the first 3 class days of the course (or the designated periods for block courses), students may withdraw from any course. No entry that they enrolled in that course will be made on the student's permanent record.

Throughout the Semester

After the established add period, students can withdraw from a semester course until 10 class days after mid-semester. They may withdraw from 8-week block courses until 5 days after the midpoint of the course and 5-week courses until 2 days after the midpoint of the course. A grade of "W" is entered on the permanent record.

Even though an instructor may initiate the drop procedure, the student is responsible for completing the procedure. If a student fails to withdraw, he/she will receive the grade earned in the course.

Withdrawing From College

Full-time students must obtain the signature of the Registrar, the Financial Aid Director (if receiving federal financial aid), and the Housing Director (if residing on campus) when dropping or withdrawing from all courses.

Emergency Withdrawal

After the established drop periods, a student may only withdraw from all courses in unusual circumstances beyond the student's control. Such circumstances may include severe medical, emotional, or personal problems. The College, however, does not allow any withdrawals during the last week of classes during a term or after the term is over.

Policy included in WWCC Catalog
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