

# ADDING & DROPPING COURSES

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## Adding Courses

Students who choose to add a course after the first day of the semester, term, session, are responsible for officially adding it through the Registrar's Office. Prior to adding any course, it is expected that the student will consult with College Advising, their faculty advisor, the Offices of Financial Aid, Student Accounts, Registrar, and have permission from the course instructor.

1. The student contacts the Course Instructor for permission to add a course, if the instructor agrees they can provide permission via the Self-Service portal, which allows the student to add the course on the same portal. Or, students can submit an Add/Drop Form to the Registrar's office, once instructor permission is obtained.
2. All expenses incurred in association with dropping a course are the responsibility of the student.

### The Last Day to Add a Course After the Semester, Term, Session Begins:

1. Fall & Spring Full Semester and Session 1 and Summer Term = Saturday before Day 11 of the semester for Fall and Day 12 of the semester for Spring
2. Fall & Spring Sessions 2 = Day 7 of the session 3.
3. Summer Sessions 1 & 2 = Day 5 of the session
4. Winterim = Day 3 of Winterim.

## Dropping Courses

Students choosing to drop a course are responsible for officially dropping it through the Registrar's Office. Prior to dropping any course, it is expected that the student will consult with College Advising, their nursing faculty advisor, the Offices of Financial Aid, Student Accounts, and the Registrar prior to dropping a course to ensure they understand the full academic and financial implications of dropping courses.

1. Students can drop a course themselves via the Self-Service Portal, or they can submit a completed Add/Drop Form to the Registrar's office to drop the course.
2. All expenses incurred in association with dropping a course are the responsibility of the student.

### The Last Day to Drop a Course:

1. Fall & Spring Full Semester = Day 11 of the semester for Fall and Day 12 of the semester for Spring
2. Fall & Spring Sessions 1 & 2 = Day 6 of the session
3. Summer Term = Day 12 of the term
4. Summer Sessions 1 & 2 = Day 6 of the session
5. Winterim = Day 6 of winterim

After the dates above, students must Withdraw from courses and receive a DW Progress Code. **Once the deadline for Course Withdrawal expires, students cannot remove a course**