



## ADMINISTRATIVE PROCEDURE

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**TITLE: Course Adds and Drops**

**ADMINISTRATIVE PROCEDURE # 5075** *(was 704 AP Withdrawals)*

**RELATED TO POLICY # 5075 Course Adds and Drops**

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### 1. Adding Courses

- A. New students, and returning students who have not attended UCC in over one year, must complete the Admissions process in order to register for coursework at Umpqua Community College.
- B. Students may add classes in person at the Office of Registration and Records or on- line through their Student Self-Service account during the published priority registration dates prior to the term they wish to attend.
- C. Registration dates for undergraduate students are based on overall credit hours earned (credit hours are not earned until they are graded). Earned credit hours are shown on the students' academic transcript which may be viewed in Student Records under Student Self Services.
- D. Veterans Priority Registration begins on the Friday of the sixth week of the term prior to the one they wish to attend.
- E. The following credit breakdown is utilized for all other students' priority registration dates beginning on the Sunday, of the seventh (7) week, of the term prior to the one they wish to attend:
  - i. Sunday         $\geq$  45 earned credit hours
  - ii. Monday        $\geq$  30 earned credit hours
  - iii. Tuesday      $\geq$  15 earned credit hours
  - iv. Wednesday = Open Registration through the first week of upcoming term.
- F. Beginning the Monday of the second week of term, classes may only be added by formal request from the student to the Instructor, Department Chair and the Dean. Once signatures have been obtained the student will submit paperwork to the Office of Registration and Records for enrollment. Payment is due at the time of registration.

## 2. Drops and Withdrawals

A. Students contemplating dropping or withdrawing from a class or classes should consult with their instructor(s), their advisor, their athletic coach, and/or with the Financial Aid Office prior to taking any action, in order to determine the impact that a withdrawal will have on their academic progress, financial aid award, and other student considerations, such as scholarships, athletic status, and tuition waivers.

### B. Definitions:

- i. **Dropping a Class:** A student who withdraws from a class or classes before the conclusion of the first week of classes is considered to be dropping a class. All courses dropped during this time do not show on the academic transcript. This action results in a full refund of the class' tuition and fees, but does not include a refund of any non-refundable registration fees.
- ii. **Withdrawing from a Class:** A student who withdraws from a class after the final day of the first week of the term is considered to be withdrawing from a class. All courses dropped during this time will show as a "W" on the academic transcript. Students are required to pay the tuition and fees for classes that they withdraw from after the first week of the term. Financial Aid awards, such as Federal Financial Aid, Scholarships, and Tuition Waivers may be impacted by withdrawing from a class and/or all classes.

### C. Options:

- i. **Drop Options:**
  - a. **Student Drop:** Students will complete the Registration Schedule Change Form, which is available in the office of Registration and Records, or online under Student Forms and Publications page, before the conclusion of the first week of classes. Students can also drop online through Self Service Banner through Sunday of the first week of term.
  - b. **Instructor Drop:** Instructors **may** drop a student for non-attendance, if the student does not make contact with the instructor by attending class, logging into an online class, or contacting the instructor by phone or e-mail during the first week of term. An Instructor Drop will result in tuition and fees for a class being deducted from a student's account **ONLY** during the first week of term. If so determined, instructors for classes that meet Monday – Friday will communicate with the office of Registration and Records by Friday at 4:00 pm during the first week of term; Instructors for classes that meet on the weekends or online will communicate with the office of Registration and Records by Sunday at 10:00 pm during the first weekend after the term starts.

- c. The student is ultimately responsible for dropping from courses they do not plan to attend, and failure to do so will result in charges on the student's account.
- ii. Withdrawal Options:
    - a. Withdrawal for eleven-week classes: Students wishing to withdraw from a class or classes must initiate the withdrawal procedure by the end of the seventh week of class, except for classes less than 11 weeks in length. The student may drop or withdraw by completing the Registration and Schedule Change Form, acquiring a signature from the Financial Aid office, and submitting it to the office of Registration and Records either in person or online.
    - b. Withdrawal for classes less than eleven-weeks: To withdraw from a class or classes that are less than 11 weeks in length, the student must complete the Registration and Schedule Change Form and submit it to the office of Registration and Records no later than the end of week 7 of a 10 week session; week 3 of a 5 week session; and week 2 of a 3 week session.
    - c. Complete withdrawal from the College: To withdraw from all classes after the registration period ends, the student must complete the Registration and Schedule Change Form and include the signature of a staff person working in Financial Aid. The Financial Aid employee will provide information about how the withdrawal will impact a student's Federal Financial Aid and Satisfactory Academic Progress, and will recommend that the student speak with their instructor and/or advisor prior to withdrawal.
    - d. Medical withdrawal: For severe medical emergencies, hospitalizations, etc., the student or their representative (via the Student Release of Information Authorization form) will work with the Accessibility Services Coordinator, the Life Coach, their assigned Advisor, or the Director of Advising to help them determine the best course of action to ensure the student's continued academic success. Appropriate withdrawal paperwork, including documentation to verify the circumstances will be submitted to the office of Registration and Records for processing. Based on the recommendation of the appropriate professional, the student will be withdrawn and a pro-rated refund MAY be issued. Alternatively, a credit may be applied to their account to be utilized for a future term, once they are cleared to return to classes. This is determined on a case-by-case situation.

- e. Military withdrawal: When military personnel attending courses receive orders to report for duty while term is in session, they may have the option of continuing courses online or taking an in-complete in the class to be completed upon return from active duty, if available. Students must receive permission from their instructor(s) for this option. Alternatively, they may be withdrawn from classes and will be covered by the HEROES Act of 2003, which provides waivers of any "Return to Title IV" issues that may result, and a waiver of an adverse SAP status. The Registration Schedule Change form and a copy of the military orders must be submitted to the office of Registration and Records as soon as possible after receiving orders to report for duty.
- f. Late withdrawal: Withdrawal requests submitted after the withdrawal due date are considered late. A student wishing to pursue a late withdrawal must complete the late withdrawal form, provide a statement explaining the extenuating circumstance(s) that prevented the withdrawal from being submitted by the published withdrawal deadline, and any additional documentation to confirm the extenuating circumstance(s). This documentation must be submitted to the Director of Registration and Records. Consideration will be given to new first-time students and students who are submitting a first-time withdrawal from their coursework.
- g. Late Withdrawal requests made during finals week will be directed to the Academic Standards Committee for review. The Late Withdrawal paperwork must be completed along with the Academic Appeal paperwork and submitted by the published deadlines for review by the Academic Standards Committee.
- h. For terms less than eleven weeks, the deadlines are prorated and published accordingly.
- i. Completed Late Withdrawal forms will be filed in the student's academic file in Registration and Records.
- j. Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Advising Office or online at the Student Forms and Publications page.

D. Withdrawal Processes:

- i. Students are recommended (on the Registration Schedule Change form) to speak with their instructor(s) and/or advisor prior to withdrawal from

class(es) to determine how the action may impact program progress. Student Athletes who drop below 12 credits in any academic term will lose their ability to compete and their team may have to forfeit. Students with tuition waivers, scholarships, or other financial awards may lose their eligibility.

- ii. Students are required to contact the Financial Aid Office prior to withdrawal from courses. The Financial Aid office provides students who withdraw from courses with information about the impact that withdrawing from courses may have on their Financial Aid package, including Federal Financial Aid, and on Satisfactory Academic Progress (SAP).
- iii. In Person: Students will complete the Registration Schedule Change Form, which is available in the office of Registration and Records, or on-line at the Student Forms and Publications page.
- iv. Online: Online students and students who must drive from a distance or have other barriers to in-person withdrawal may request withdrawals by sending the Registration Schedule Change Form via their student e-mail account to [FinancialAid@umpqua.edu](mailto:FinancialAid@umpqua.edu) and [Registration@umpqua.edu](mailto:Registration@umpqua.edu).
- v. Telephone: Telephone withdrawal is available for out-of-area students or students who have other barriers to in-person or online withdrawals. The student must call the office of Registration and Records and request a telephone withdrawal. The Registration Specialist will mail the Registration Schedule Change Form directly to the student, who has ten (10) business days from the mailing date to return the completed form to the office of Registration and Records. Once the paperwork has been returned and verified against the recorded time of mailing date, the withdrawal is processed and the Financial Aid Office is notified.
- vi. Proper withdrawal is reflected on transcripts; adherence to the correct procedure protects the student's academic record.

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/5/2019 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**