

ADMISSIONS INFORMATION

WITHDRAWALS, DROPS, AND WAITLISTS

Withdrawal for Non-Attendance

Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance if:

1. The student has attended the class during the certification period; and
2. The student has missed the following number of classes without any attempt to make arrangements with the instructor.

TERM EVENT	16 WEEK CLASSES	8 WEEK CLASSES
Certification Day (20th day of class)	6 absences	3 absences
Midterm	11 absences	No withdrawal; "F" is issued on transcript

The withdrawal will be recorded as a "W." The instructor must provide the dates of attendance and complete the withdrawal form. A student withdrawn for non-attendance may file an appeal with the Vice President of Academic Affairs. This appeal must be filed within two weeks of the date the student is notified of the withdrawal.

Withdrawal from classes should be taken seriously as it may impact a student's eligibility to live in the residence halls, receive scholarships, financial aid, participate in athletics, or satisfy graduation requirements.

Add/Drop/Last Day to Withdraw Policy

The student is responsible for checking their schedule and making any needed schedule adjustments through the add/drop process. Students must attend class within the certification period to be enrolled. Students who do not attend class at least once during this period will be dropped from the course.

Students have:

1. Eight instructional days to add or drop with a full refund for 16-week classes;
2. Five instructional days to add or drop with a full refund for 8-week classes;
3. Three instructional days to add or drop with a full refund for 4-week classes;
4. Three instructional days to add or drop with a full refund for late fall classes.

All requests to add, drop, or withdraw from a class, submitted on the last day of the add/drop/withdrawal period, must be submitted by 4 p.m. central time. Requests submitted after 4 p.m. will only be processed with the approval of the Vice President of Academic Affairs.

To add a class after enrollment is closed, the student must receive approval from the instructor and the Vice President of Academic Affairs.

Students may withdraw any time after enrollment is closed until the date published by the Registrar's Office (60% of the class). A "W" will be recorded on the student's transcript. After the date is published, a grade of "W" cannot be given.

A one-time fee of \$25.00 will be automatically applied to the accounts of students who fail to attend class by the end of the five-day add/drop/last day to withdraw period.

Waitlisting

Waitlisting is an enrollment feature that allows a student to add themselves to a waitlist for a course that has met its maximum enrollment limit.

- A student attempts to enroll in a course but learns that the course is closed but has the waitlist option.
 - The student can choose to be added to the waitlist.
- NOTE: If a student elects to be waitlisted, this does not mean they are registered for the course or will be registered for it.
- A seat may become available due to an enrolled student dropping the course. The students on the waitlist will be notified of their enrollment status via their Trojan email, and should space in the course become available, students will be able to enroll in the order they joined the waitlist.

Waitlist Guidelines

- Waitlisting is based on a first-come, first-served basis;
- If a waitlisted course is required for graduation during the final spring semester, the student may see the Registrar to determine course placement/options;
- A waitlisted student does not have a guaranteed seat in the course. They have a spot held "in line" should a seat become available;
- Waitlisting does not mean the student is registered for the course;
- Registration error checking still will occur before students are added to a waitlist;
- The student in the first position on the waitlist will be notified via their Trojan Email accounts once a seat becomes available. Then, the student will have 24 hours to register;
- Students are not automatically registered for the course when a seat becomes available. They must register for the course with their advisor or via TrojanWeb;

- If a student does not register for the course during the 24-hour notification period, they will be automatically dropped from the waitlist, and the next person will be notified;
- Waitlisting ends seven days before the start of the part of the term in which the course is held.

Official Withdrawal

The student is responsible for the written notification of complete withdrawal from all classes to the Registrar. The Official Withdrawal Form must be completed and signed by the student, and signatures must be obtained from those designated on the form.

Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw.