

**Category:** Instruction

**Policy Title:** Add/Drop; Change of Schedule; No-Show

**Policy Statement:** Once a student has completed registration, the only way to modify the class schedule is through the add and drop procedures (Change of Schedule Form) adopted by the college. There is a “Drop/No Show” fee assessed to students who do not attend face to face or hybrid classes within the first two scheduled class meetings. Online classes will be assessed the “Drop/No-Show” fee if they do not log in and complete an assignment prior to the published refund date. This fee information is located on the Financial Agreement viewed and accepted by students when they enroll which is located in Self Service, accessed through the myGCCC portal. See the Student Attendance Policy for more information. Refunds may be available upon filing a Change of Schedule form within the refund periods outlined in the Tuition and Fees Refund policy.

**Procedures:** Any student who is improperly registered should be directed immediately to the Registrar’s Office for instructions on how to proceed in completing the registration process. The add or drop portion of the Change of Schedule Form needs to be completed according to the guidelines below:

The procedure outlined below references courses for the Main Session of a given term or semester. For all other sessions within each term or semester, refer to the Academic Dates Calendar located on the College website or contact the Registrar’s Office.

#### **ADDING COURSES**

Students wishing to add (a) class(es) during the **first five (5) days of a Main Session course for any semester** may do so with their academic advisor.

**After the fifth (5th) day of the Main Session**, the student must secure a Change of Schedule form from the Registrar’s Office or his or her academic advisor, obtain the advisor’s signature, and a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office.

**After the published 20th day of classes** for a given term (or 25% of class meetings for non-standard classes), the signature of the instructor and the appropriate Dean is required on the Change of Schedule form prior to submitting to the Registrar’s Office for processing.

**Adding course from waitlist:** If a class has reached maximum enrollment and the class is “closed”, the student has the option to be placed on the waitlist (if available) for the class. Before the class starts, the advisor can place the student on the waitlist in Self-Service. If a space becomes available in the class, the student, instructor, and advisor will be notified. The student will have four (4) days to respond and accept the space for enrollment. The advisor can enroll the student in the course in Self-Service. After four (4) days the student will be removed from the waitlist.

## **DROPPING COURSES**

Students wishing to drop a class or classes before the 100% refund date of the course's session may do so with their academic advisor. Refunds may be available depending on when the class is officially dropped.

**After the 100% refund date of the session and before certification date** in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. Students receiving any type of financial assistance must also notify the Financial Aid Office before returning the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20th day of classes (certification day) for a given term (or 25% of class meetings for nonstandard classes) will not be recorded on the student's transcript.

**After the certification date**, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until 75% of course completion.

**After the last date to withdraw**, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Academic Review Committee within two (2) weeks of the published Last Day to Withdraw.

## **WITHDRAWAL**

**From Courses** – Students must follow the procedures in the current College Academic Catalog for course withdrawals. Students who do not officially withdraw from a course will receive whatever grade (A, B, C, D, P, F) is earned for that course.

**From College** – Students who find it necessary to withdraw from all college classes for the remainder of the semester must meet with an academic advisor in the Student and Community Services Center. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive whatever grade (A, B, C, D, P, or F) is earned throughout the semester, and that grade will be entered on the student's transcript. Students receiving any type of financial aid must also complete an exit interview with a financial aid staff member.

Notes:

July 31, 2013: Reviewed

July 1, 2016: Reviewed

May 15, 2025: Revised