

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: STUDENT SCHEDULE CHANGES: COURSE
DROP/ADD

BASED ON POLICY: 3-2-203

REVISION NUMBER: 3

**OFFICE OF
RESPONSIBILITY:** STUDENT RECORDS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to outline how students may drop or add a course after registration has been completed.

PROCEDURE

Students may drop/withdraw from a course by sending a request to the instructor via their official TCL email address. The instructor will drop/withdraw the student through GradeBook.

1. Student Requirements:

- a. A student may drop a course at any time during an academic term's drop/add period, prior to the first day of class, without the course ever being reflected on the student's transcript.
- b. A student may add a course at any time during an academic term's section swap period. Students swapping a course will be responsible for all required work.

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- c. Contact the Financial Aid Office to check the balance that you may owe if you drop/withdraw.
 - d. Log on to your official TCL email account and send an email to your instructor stating your request to drop/withdraw.
 - e. Print and save a copy of the email for your records.
3. Employee Requirements:
- a. The faculty member responsible for the student being dropped will update GradeBook with one of the following options:
 - (1) The faculty member will check "Never Attended" under "Final Grading" in GradeBook if the student never attended the course.
 - (2) The faculty member will enter a grade of "R", under "Final Grading" in GradeBook if the student attended during the drop period.
 - b. Reports of Add/Drop/Withdrawals will be forwarded to the following departments:
 - (1) Business Office
 - (2) Financial Aid Office
 - c. When a course is canceled, the administrative assistant will email the student to inform them that the course was canceled. The student will have an opportunity to enroll in another course to replace the canceled course.