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**Policy Name:** Changes to Registration & Program Status

**Policy Number:** A-6

**Functional Area(s) Responsible:** Enrollment Management

**Owner(s) of Policy:** One Stop/Student Records

**Most Recent BOT Approval Date:** Spring 2015

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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### **Policy Statement:**

Finger Lakes Community College maintains clear guidelines for processing changes to students' registration status.

#### Add/Section Changes

Courses may be added or sections of the same course may be changed based on designated add deadlines. Students adding a course after classes begin are responsible for all missed work but may not be penalized for absences that occur before they are registered for the course.

#### Withdrawals

Students withdrawing or dropping from all classes must submit an Official Withdrawal from all Courses form. The withdrawal is effective on the date the withdrawal form is received in the Student Records Office.

Students who drop or withdraw from classes for any reason, including medical reasons, are subject to the conditions of the Refund of Tuition and Fees policy, the Academic Standards of Progress policy as well as the federal and state financial aid eligibility guidelines. Lack of attendance or a verbal notice by a student to an instructor, advisor or any Finger Lakes Community College staff member does not constitute a formal course drop or withdrawal and will not result in a reduction of tuition and fees.

#### Audit

Audit status permits a student to enroll in a course based on seat availability and exempts the student from course outline requirements. Students may be responsible for tuition and fees for the course. Audit status must be declared prior to the end of the add period. A change from audit status to credit may not be made after the designated add period. See 'Senior Citizen & Course Audit' policy for more details.

### **Reason(s) for Policy:**

To ensure consistency, student requests for course registration and changes to their academic programs are subject to the conditions and procedures set forth.

### **Applicability of Policy:**

All FLCC students and academic/student services personnel should be familiar with this policy.

### **Definitions:**

Registration - the College's designated registration period, as scheduled prior to the start of each semester

Withdrawal Deadline - a date designated by the Academic Senate

**Related Documents:**

- FLCC Senior Citizen & Course Audit policy
- Refund of Tuition and Fees Policy
- Academic Standards of Progress Policy

**Procedures:**

Add/Section Changes

Students may add courses during the designated add period based on seat availability, and once classes begin, only with instructor approval.

Withdrawals

Students withdrawing from all classes (or their last course) must submit a completed Official Withdrawal from all Courses online. Access: <https://www.flcc.edu/offices/advisementcenter/withdraw/>

Course Drops

Students wishing to drop a specific course or courses (while remaining enrolled in at least one course) must submit a completed drop form to the One Stop Center or drop the course using MyFLCC (prior to the beginning of the semester). The course drop is effective on the date the drop form, or MyFLCC request is received in the One Stop Center.

Verification Roster Processing

Verification Rosters are issued once a semester for every credit course section offered at the College. Students indicated as "Never Attended" by faculty are dropped from the course without financial liability, or academic impact. Verification Rosters are required for the proper issuance of federal and state financial aid.

Exceptions

In unusual or extenuating circumstances students may petition the Associate Vice President of Instruction and Assessment who will consider exceptions to the requirements of this policy.

**Forms/Online Processes:**

- FLCC Request to Withdraw from a Course or Courses
- FLCC Request to Drop a Course or Courses

**Appendix:**

None