

Policy: **Changes to Registration & Program Status**
Responsible for Policy: Enrollment Management

Policy Number: **A-6**
Most recent approval date: Spring 2015

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 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 Educational Planning and Career Services Office.

Students who drop or withdraw from classes for any reason, including medical reasons, are subject to the conditions of the tuition refund or charges policy, the academic standards 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 the student to enroll in a course based on seat availability and exempts the student from course outline requirements. Students must pay tuition and fees for the course. Audit status must be declared prior to the end of the add period. The audit grade ("AU") will be awarded in the case of satisfactory attendance, as determined by the instructor. A change from audit status may not be made after the designated add period.

Reason 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 the Policy

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

Definition

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

Review date/action taken:

- January 2012: original approval date
- September 2012: no policy revisions
- Spring 2015: non-substantive revisions

Procedure: **Changes to Registration & Program Status**
Responsible for Policy: Enrollment Management

Procedure Number: **A-6**
Most recent effective date: Spring 2015

Procedures

Add/Section Changes

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

Withdrawals

Students withdrawing from all classes must submit a completed Official Withdrawal from all Courses form to the Educational Planning and Career Services Office. Access: www.flcc.edu/eduplanning or call EPCS at (585) 785-1267, for instructions.

Course Drops

Students wishing to drop a specific course or courses must submit a completed drop form to the One Stop Center or drop the course using WebAdvisor (prior to the beginning of the semester). Students enrolled in online courses may drop a specific course or courses via an email message to the One Stop Center. The course drop is effective on the date the drop form, WebAdvisor request, or email is received in the One Stop Center.

Assignment of NA Grades

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 and assigned an “NA” grade. 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

Review date/action taken:

- January 2012: original effective date
- September 2012: revisions to procedures
- Spring 2015: revisions to procedures