

EITC ADD, DROP, WITHDRAWAL COURSE(S) PROCESSES

Registration Changes

Registration/Schedule changes are the responsibility of the student. The last day to register or add course(s) is the fifth day of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of “F” in the course. Students should be aware that withdrawal from courses may decrease veterans’ benefits, financial aid, scholarship, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal. However, a student who does not attend any of their courses during the first 10 course days of a semester will be withdrawn from courses by the Registrar’s office. A student withdrawn for non-attendance at the 10th day will still be responsible for registration fees according to the refund and repayment policy.

After the first 10 course days of the semester neither EITC faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent courses in the same term.

No grade will show on the transcript if the class is dropped prior to the beginning of the semester/term or during the first week. A grade of “W” will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

Adding Courses

- A. Prior to the beginning of a term students may add program required courses with the approval of their Advisor.
- B. Students must first access WebAdvisor and add the course in the Course Planning Wizard, then send an e-mail to their Advisor for approval to register.
- C. Once their Advisor has approved the course the student may complete the registration process in WebAdvisor (pending space availability and meeting prerequisites).
- D. Courses must be added prior to the close of business on the fifth day of the semester/term. Courses may not be added after the fifth day of a semester/term.

Dropping Course(s)

- A. Dropping from Single Full-Semester/Term Course
 1. Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of WebAdvisor. Courses dropped before the beginning of the term will not appear on the official transcript. If a student does not have access to WebAdvisor they must come to the Registrar’s Office.

2. The deadline to drop one or more course(s) without grade penalty is the last day of the tenth week of the Fall and Spring semesters or, the last day of the fifth week of the Summer term or if a module course it is before the mid-point of a module course. Students must use WebAdvisor to drop the course(s) (except last course) that run the full semester/term. The deadlines are published on the EITC website, in the student handbook, and in the Catalog.
3. A grade of "W" will appear on the official transcript for each course dropped prior to the published deadline.
4. Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly.

B. Total Withdrawal from All Semester/Term Courses

1. The deadline for Total Withdrawal from college without grade penalty is the last day of the tenth week of the Fall and Spring semesters and last day of the fifth week for Summer term.
2. A petition is required if requesting to withdraw without grade penalty after published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues, or training related employment.
3. Total Withdrawal Forms must be submitted to the Registrar's Office.
 - a. Please talk with a staff member in the Registrar's Office.
4. Petitions granting late Total Withdrawals are decided by the Student Services Committee.

C. Dropping from Module Course(s) (a course that does not run the full semester/term)

1. Students must come to the Registrar's Office to drop a module course(s).
2. Students must declare the module course(s) in which they intend to attend.
3. A form is available online to fill out and bring to the Registrar's office.

D. Total Withdrawal which Includes Module Courses

1. The deadline to do a Total Withdrawal, in a program that has module course(s), (the course doesn't run the whole semester/term) is to drop before the mid-point of the module course(s) in which you are attending. If you also have courses that run the full semester/term you must meet the criteria in B above.

A student who has received financial aid and who plans on withdrawing will be responsible for the funds that must be returned based on the date of withdrawal.