

III:15:02 Registration/Drop Add/Withdrawal

This policy defines registration period, drop/add period, late registration, withdrawals, and processes to be followed. Development, management, and support of registration and the associated processes, rules, and exceptions are the responsibility of the College Registrar.

REGISTRATION DATES

Registration dates will be established by the College Registrar following Tennessee Board of Regents policy and the TBR Common Calendar.

EARLY REGISTRATION

An early registration period will be established for each term and limited to currently enrolled students. The first day of early registration is reserved for currently enrolled sophomores. The second day of early registration will be reserved for all currently enrolled students. A registration start date for new and readmit applicants will be established for a date after the first two days of early registration.

DROP/ADD

Students may change their class schedule by adding and dropping classes through the Drop/Add period for each session of the registration term. Students may enter a closed class only with the approval of the Dean of the academic division or his/her designated representative. Other registration restrictions may also be overridden with approval of the Dean of the appropriate academic division or his/her designated representative.

A formal drop/add period is permitted to allow students an opportunity to make changes after meeting their first class period. The standard Drop/Add period will be the first two weekdays of classes for the part of term. Exceptions may be approved by consensus of the Vice President of Academic Affairs and the College Registrar.

Students will be required to obtain a signature from the faculty member of record for the course being dropped, or other designated College official, beginning the eighth calendar day from the first day of class for a full fifteen week session. Prior to the 8th calendar day, students may drop courses without approval.

After the drop/add period for sessions less than fifteen weeks, students will be required to obtain a signature from the faculty member of record for the course being dropped or other designated College official.

Registration errors on the part of the student or the College may be corrected by the Office of Records and Registration. This includes, but is not limited to, purge errors, accidental drops, and removal of students registered in courses for which they are not eligible.

LATE REGISTRATION

Students wishing to add a course or change sections after the drop/add period will require approval of the Dean of the academic division responsible for each course to be added. The division office will be responsible for communicating the late add with the receiving faculty member. Approval of the appropriate Dean is not required if the course has not met.

ASSIGNMENT OF W GRADES

After the census date for any term or individual part of term within the term, a student will be assigned a grade of W upon withdrawing from a course.

After the last day to drop a course with a grade of W established by the College Registrar and before final grades are posted for the term, a student must seek the approval of the Vice President of Student Services for a late withdrawal from a course or all courses.

WITHDRAWAL FROM ALL COURSES

Students will be required to obtain a signature from an Advising Center representative, or other designated College official, to withdraw from all courses beginning the eighth calendar day from the first day of class for a full fifteen week session.

Students enrolled in any session less than fifteen weeks will be required to obtain a signature from an Advising Center representative, or other designated College official, to withdraw from all courses at the end of the drop/add period.

ADMINISTRATIVE DROP/WITHDRAWAL

A student may be dismissed from a course or from the College for disciplinary reasons. The action must be approved by the Vice President of Student Services and the College Registrar in consultation with the President.

Before final grades are posted for the term, students requesting to retroactively drop a course or courses for other non-academic reasons must gain the approval of the Vice President of Student Services. If the request to drop a course or courses includes a request for the full or partial refund of fees, and is approved by the Vice President of Student Services, the request will be forwarded to the Vice President of Business and Finance for a separate decision regarding the refund.

After the date grades are posted for the term, a student requesting a retroactive withdrawal should follow the procedure outlined in Policy III:15:06, Grade Changes.

Formerly policy numbers II:09:23, II:09:24, II:09:26 signed by President Hal R. Ramer on July 23, 1997.

Source: TBR Meetings, June 24, 1977; March 20, 1981; September 30, 1983; June 24, 1988; September 20, 1991; March 15, 2002

VSCC Source: President's Cabinet 4/27/15