

## Dropping a Class

Students should drop online until the deadline for each teaching period. Refunds are available based on the Refund Schedule.

Please note: Dropping a class may require you to pay money back to the College if you have received financial aid. Contact the Financial Aid office before dropping.

Teaching Period	Last Date to Drop With No Grade	Last Date to Drop Course With W Grade NO Instructor Signature Required	Last Date to Drop Course With W Grade with Instructor Signature if Passing Course	Last Date to Drop Online	
<b>Standard Teaching Periods [start – end]</b>					
Full Semester	[1/7 – 5/4]	1/20	3/2	4/20	3/2
First 8 week	[1/7 – 3/2]	1/20	2/3	2/24	2/3
Last 8 week	[3/10 – 5/4]	3/23	4/6	4/27	4/6
First 12 week	[1/7 – 4/6]	1/20	2/17	3/28	2/17
Last 12 week	[2/4 – 5/4]	2/17	3/23	4/25	3/23
Last 14 week	[1/21 – 5/4]	2/3	3/16	4/24	3/16
Last 15 week	[1/14 – 5/4]	1/27	3/14	4/23	3/14
<b>Variable Start Courses</b>					
Continuing Education (Credit and Non Credit Courses) [Section Specific]	Day prior to start of class	Apply <i>less than 8 weeks</i> or <i>8 weeks or more</i> Variable-start date rules as appropriate		Day prior to start of class	
Open Entry Courses or Modules [Based on learning contract]	Day prior to learning contract start date	Per Learning Contract		Not Applicable	
Credit and Non Credit Community Ed [Section Specific]	Please call 483-1860 for assistance.				
Less than 8 weeks [Section Specific]	Day prior to start of class	End of class, no instructor signature required	Not Applicable		Day prior to start of class
8 weeks or more [Section Specific]	14 days into class	Midpoint of class	Day prior to last week of class		14 days into class

## Refunds

Students are responsible for dropping all courses they are not planning to attend, and are responsible for payment of classes in which they are enrolled. Refunds are available based on the schedule below.

Teaching Period	100% Refund TUITION and FEES	50% Refund TUITION and FACILITY FEES ONLY
<b>Standard Teaching Periods</b>	<b>[start – end]</b>	
Full Semester	1/13	1/20
First 8 week	1/13	1/20
Last 8 week	3/16	3/23
First 12 week	1/13	1/20
Last 12 week	2/10	2/17
Last 14 week	1/27	2/3
Last 15 week	1/20	1/27
<b>Variable Start Courses</b>		
Continuing Education (Credit and Non Credit Courses) [Section Specific]	100% refund 7 calendar days prior to start of class	50% refund 2-6 calendar days prior to start of class
Open Entry Courses or Modules [Based on learning contract]	Day prior to learning contract start date	NONE
Credit and Non Credit Community Ed [Section Specific]	Please call 483-1860 for assistance.	
Less than 8 weeks [Section Specific]	Day prior to start of class	NONE
8 weeks or more [Section Specific]	7 days into class	14 days into class