

CHANGING COURSES

Students may change their course schedule electronically through the last Friday before the semester begins. Changes made after this time require submission of the appropriate paperwork, including advisor consent, to the Records Office. The College interprets the submission of the *Course Add/Drop* form or *Withdrawal* form to indicate that the student understands how the requested course changes affect his or her degree requirements. Students receiving financial aid or veterans benefits must meet with the appropriate official in Financial Services.

The Registrar may be consulted for permission to add courses during the second week of the semester with instructor permission.

For any physical education courses meeting fewer than the normal 15 weeks of the semester, the add/drop/withdrawal periods will be pro-rated by the chair of the Department of Health and Physical Education. For other courses meeting fewer than the normal 15 weeks of the semester, the add/drop/withdrawal periods will be pro-rated by the Registrar of the College.