

Schedule Changes

Adds ■ Drops ■ Withdrawals

January 14–20 and before

ADDS, DROPS

You may make schedule changes (adds, drops) online at www.parkland.edu/parklandconnection/. You may also complete an enrollment form and submit it to the Office of Admissions and Records. (Any drop during this time will result in a 100 percent refund of tuition and fees.)

During January 21–28

ADDS

You may add full-semester courses at this time only by obtaining the department chair's signature of approval on an Authorization to Add a Class form and submitting this in person to the Office of Admissions and Records. The Internet registration systems will be available to add only late start and midterm courses.

DROPS

You may still drop full-semester courses without a record using the Internet registration system on or before January 28. *After January 28, there will be no refund of tuition and fees for dropping full-semester courses.* See the refund guidelines on p. 4 for details.

DROP/ADDS

You must make schedule changes which involve dropping a full-semester course and adding a full-semester course with the same prefix (as a result of a placement adjustment) as one transaction in person

at the Office of Admissions and Records. You must have the department chair's signature of approval on an Authorization to Add a Class form. (If you drop a course and add one at a later date, you will be charged the full tuition and fees for the added course but will receive only the appropriate refund [if any] for the dropped course.)

DROP WITHOUT RECORD

On or before January 28, any drop from a full-semester course is an official drop without record and does not show up on your transcript. Please check the refund guidelines on page 4 for the appropriate date of the last day to drop without record for courses that are not full-semester courses.

Adding Closed Classes

In order to add a course that is full or closed because of special registration instructions, you must first have the department chair's signature of approval on an Authorization to Add a Class form (available from the Admissions and Records office and the department chairs' offices) before submitting it to the Office of Admissions and Records.

Withdrawals

WHEN TO WITHDRAW

You may withdraw from a course up to one week prior to the last class session of the course.

After January 28, any drop from a full-semester course becomes a part of your permanent academic record and is recorded as a "W" (withdrawal) on your transcript.

If you stop attending a course without officially withdrawing, you are likely to receive an "F" or a faculty-initiated withdrawal. At midterm, the faculty member is required to report any student whom the faculty member believes has ceased attending the course. All such students will be withdrawn. **After midterm, however, the faculty member cannot withdraw any student; withdrawal from a course must be done by the student prior to 5 p.m. on May 2 (for full-semester courses).**

HOW TO WITHDRAW

You must withdraw from a course **in person or by mailing us your written request** on or before the last day to withdraw with a "W" grade (May 2 for full-semester courses).

The Internet registration system CANNOT be used to withdraw from courses.

Financial Aid

Changing your schedule can affect your financial aid. If you are receiving financial aid, please check with the Office of Financial Aid before making a schedule change or withdrawing from a course.

Advising Guidelines

All Parkland students who are seeking a degree or certificate and who have not yet earned 30 hours of credit or are in selected programs regardless of number of hours earned must obtain advising prior to registering for classes as indicated below:

- **A.A.S. or Certificate program enrollees** should see the faculty program advisor, department chair, or the Counseling and Advising Center. If students are in a career program and are currently enrolled in a CCS class, they should seek advice from the Counseling and Advising Center.
- **A.A., A.S., A.E.S., or A.F.A. transfer program enrollees** may seek advice

from a faculty program advisor or the Counseling and Advising Center. Agriculture transfer students must see a faculty program advisor or the Business and Agri-Industries department chair. Mass Communication students must see a faculty program advisor.

- **Health professions program enrollees** may seek advice from the Counseling and Advising Center.
- **CCS 098 enrollees** should seek advice from the Center for Academic Success.
- **CCS 099 enrollees** should seek advice from the Center for Academic Success or the Counseling and Advising Center.

- **New Parkland students** must see a counselor or advisor. New student athletes receive initial academic advice through the athletic department.

Parkland students who are not seeking a degree (course enrollees) and students who have earned *more* than 30 credit hours are not required to see a faculty program advisor, department chair, advisor, or counselor prior to registration. However, students in the Health Professions must see a faculty program advisor regardless of the number of credit hours they have earned.