

CLASS SCHEDULE CHANGE PROCEDURE

ADDING CLASSES

- Before the first day of the semester, currently enrolled students may add classes on *StormTrac*.
- On or after the first day of the semester, currently enrolled students must complete a Schedule Adjustment Form and must obtain permission from the instructor to add a class.
- Permission from the instructor is indicated by instructor signature on the Schedule Adjustment (drop/add) form OR an email from the instructor attached to the form completed by the student.

AUDITING CLASSES

- Students must have permission from the instructor to audit a class.
- Permission from the instructor is indicated by instructor signature on the Schedule Adjustment (drop/add) form OR an email from the instructor attached to the form completed by the student.

NO SHOWS (NEVER ATTENDED)

- Students who do not attend a class at least once, and do not officially drop the class, will receive a "NS" grade for the class and will be charged for tuition and fees in accordance with Title 23 of the North Carolina Administrative Code.
- Online class attendance is indicated by log in statistics on Blackboard or Moodle.

DROPPING CLASSES

- Before the first day of the semester, students may drop classes on *StormTrac*.
- On or after the first day of the semester, students who wish to officially withdraw from a class or classes must complete a **Schedule Adjustment Form** and must obtain permission from the instructor to drop.
- Permission from the instructor is indicated by instructor signature on the Schedule Adjustment (drop/add) form OR an email from the instructor attached to the form completed by the student.
- The student is responsible for submitting the form to the Student Records office for processing.
- Students who do not officially withdraw from classes will remain enrolled in the course and may receive a grade of "WF", which will negatively affect the student's GPA.
- Students are responsible for officially withdrawing from classes. Instructors and advisors are not obligated to complete the withdrawal process for the student.
- Students receiving **FINANCIAL AID** should speak with a Financial Aid Counselor before dropping classes as this can greatly affect the amount of financial aid received.

Schedule Adjustment Forms are available on campus or online at www.davidsonccc.edu/studentrecords.

REFUND/ACCOUNT CREDIT POLICY

- Students are 100% financially responsible for the classes they register for regardless of whether or not they apply for financial assistance.
- The refund policy is established by state legislative action and is subject to change without prior notice to students. Colleges are not authorized to make adjustments to this state law.
- Tuition refunds/account credits are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:
 - A 100 percent refund of tuition and fees shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class the student is officially registered for is canceled due to insufficient enrollment.
 - A 75 percent refund of tuition only shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point (census date) of the semester as noted in the college calendar.
 - Refund of fees will only be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar and/or if the class the student is officially registered for is canceled due to insufficient enrollment.
- The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the Financial Aid Office.
- In all refund cases, students must initiate the withdrawal process through the Student Records Office. The Business Office will make the allowable refund only after the proper process has been handled through the Student Records Office.
- Please allow four to six weeks for refunds to be mailed or credited to accounts.