
TOPIC:
Enrollment and Withdrawal - Procedures

Policy Number:
D5

Prerequisites

A prerequisite is a course requirement in which the student must meet to demonstrate readiness for enrollment in a course or program. Prerequisites (established by each department) are published in the academic catalog within the course description. Prior to enrollment in a course with an established prerequisite, the student must meet or exceed the prerequisite and provide official documentation. Documentation may include, but is not limited to, the student's official transcript or placement scores.

Enrollment

Any student who wishes to add a course/courses on or after the course start date will follow established guidelines:

- Fall or Spring - Full session: additions must be made within 5 business days from the course start date.
- Fall or Spring – 1st or 2nd Session: additions must be made within 2 business days from the course start date.
- Summer - Full session: additions must be made within 2 business days from the course start date.
- Summer - 1st or 2nd Session: additions must be made within the 1st business day from the course start date.
- Other Sessions: The time period for additions for term lengths not outlined above will be figured on an individual basis.

Overloads

Any student who wishes to enroll in more than the following number of credit hours must first have the written approval of the Vice President for Academic Affairs.

- More than 21 hours in a full 16-week term.
- More than twelve (12) hours in terms of five (5) to eight (8) weeks in length.
- More than six (6) hours in terms of four (4) weeks or less in length.

Drop/Withdraw

Any student who wishes to drop or withdraw from a course/courses on or after the course start date will follow established guidelines.

A course may be dropped through 11:59 pm (CST) on the calculated census date. Dropped courses do not appear on the student's transcript. Refer to Policy/Procedure F6 (Tuition and Fees) for established procedures related to student account charges.

The time period to withdraw from a course will be calculated for each term to range from the business day following the census date through the business day occurring at the 80% mark of the term (or the closest business day thereafter). The calendar date for the 80% mark is determined based on the last day of class before finals begin. See Advising Center (Concordia) or Student Services (Junction City) for exact date.

Adopted: 4/27/10	Reviewed 1/30/18	Reviewed 6/16/20	Revised 6/16/20	Revised 10/12/21	Revised 5/16/23	Revised 9/19/23
---------------------	---------------------	---------------------	--------------------	---------------------	--------------------	--------------------

TOPIC:
Enrollment and Withdrawal - Procedures

Policy Number:
D5

Withdrawn courses will remain on the student's transcript and will appear as a 'W' grade. The course will show as attempted credit (not earned) and the withdrawal will not negatively affect the student's grade point average.

Before a withdrawal can be finalized the instructor must be informed.

Any student who wishes to add, drop, or withdraw from a course outside of the established guidelines must first have the written approval of the instructor and the Vice President for Academic Affairs.

Individual Drop/Withdrawal

Students wishing to drop or withdraw from one or more courses (but not ALL courses) at Cloud County Community College (CCCC) may contact the Advisement Center (*Concordia*) at ext. 275 or Student Services (*Junction City*) at ext. 714 to make an appointment with an advisor to

discuss options and degree progression. The student can also contact their advisor, the Advisement Center (*Concordia*) advisement@cloud.edu, or Student Services (*Junction City*) gcadvisement@cloud.edu through their T-Bird email.

The student is encouraged to include their name and ID number, along with course information and their decision to drop or withdraw, dependent upon established deadlines. Students are encouraged to check their T-Bird email often; the college may need additional information to finalize their individual course drop/withdraw and incomplete requests will not be processed.

Total Drop/Withdrawal

Before the semester begins, students wishing to completely drop ALL currently enrolled coursework for a specific term can follow the procedure listed above for Individual Drop/Withdraw.

Students wishing to completely drop or withdraw from ALL currently enrolled coursework for a specific term once it has begun must submit the electronic **Total Drop/Withdraw Form** in iCloud.

Once the electronic form has been submitted by the student, the appropriate offices will receive notification of the student's request. CCCC will send confirmation to the student's T-Bird email (*generally within two business days*) to confirm that their request has been received and processed.

Adopted: 4/27/10	Reviewed 1/30/18	Reviewed 6/16/20	Revised 6/16/20	Revised 10/12/21	Revised 5/16/23	Revised 9/19/23
---------------------	---------------------	---------------------	--------------------	---------------------	--------------------	--------------------

TOPIC:
Enrollment and Withdrawal - Procedures

Policy Number:
D5

If the student wishes to cancel their request for a total drop or withdraw from CCCC after the Total Drop/Withdraw form has been submitted, the student must contact Student Records to cancel the request within 2 business days of submitting the Total Drop/Withdraw form in iCloud.

Effective Date for Total Drop/Withdraw

Requests will be processed according to the date the student submits the electronic Total Drop/Withdraw form.

Designated School Official

Student Records is the office designated to process the submitted electronic Total Drop/Withdrawal forms from iCloud.

Adopted:	Reviewed	Reviewed	Revised	Revised	Revised	Revised
4/27/10	1/30/18	6/16/20	6/16/20	10/12/21	5/16/23	9/19/23
