



PolicyName: Changes to Registration & Program Status

Policy Number: A-6

FunctionalArea(s) Responsible: Enrollment Management

Owner(s) of Policy: One Stop/Student Records

Most Recent BOA Approval Date: Spring 2015

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none    minor/non-substantive    substantive/extensive

### Policy Statement

Finger Lakes Community College maintains clear guidelines for processing changes to students' registration status.

#### Add/Section Changes

Courses may be added or sections of ~~the~~ a course may be changed based on designated add deadlines. Students adding a course after classes begin are responsible for all missed work but may not be penalized for absences that occur before they are registered for the course.

#### Withdrawals

Students withdrawing or dropping from all classes must submit an Official Withdrawal from all Courses form. The withdrawal is effective on the date the withdrawal form is received in the Student Records Office.

Students who drop or withdraw ~~from~~ classes for any reason, including medical reasons, are subject to the conditions of the Refund of Tuition and Fees policy, the Academic Standards policy as well as the federal and state financial aid eligibility guidelines. Lack of attendance or a verbal notice by a student to an instructor, advisor or any Finger Lakes Community College staff member does not constitute a formal course drop or withdrawal and will not result in a reduction of tuition and fees.

#### Audit

Audit status permits a student to enroll in a course based on seat availability and exempts the student from course outline requirements. Students may be responsible for tuition and fees for the course. Audit status must be declared prior to the end of the add period. A change from ~~audit~~ audit status to credit may not be made after the designated add period. See 'Senior Citizen & Course Audit' policy for more details.

#### Reason(s) for Policy

To ensure consistency, student requests for course registration and changes to their academic programs are subject to the conditions and procedures set forth.

#### Applicability of Policy

All FLCC students and academic/student services personnel should be familiar with this policy.

#### Definitions:

Registration: the College's designated registration period, as scheduled prior to the start of each semester

