

REGISTRATION FOR COURSES

Only registered students may attend and participate in Western courses. In order to maximize the potential for student success, students are strongly encouraged to register for a course prior to the first class meeting.

The College establishes a period of early registration and sets aside registration days before the beginning of each semester for students to register for courses. If students, however, do not register early, the College has an established period for late registration. After the period for late registration passes, students cannot enroll in a course.

Policy included in WWCC Catalog

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REGISTRATION FOR COURSES

Students should register and pay for courses before the first day of the class and before attending the first class. After the first day of classes, there is a designated period for late registration.

Late Registration

Students can register late for a semester-12 to 16 week course during the first 3 class days of each semester. Late registration for block courses and certain non-credit courses will vary.

Block Courses

- Eight-Week Block: Students may add these courses during the first 2 class days of the course.
- Five-Week Block: Students may add these courses during the first 2 days of the course.

Flexible Entry

Full semester flexible entry courses, as designed by Curriculum Committee action, may be added through the designated last day to drop.

After the period for late registration passes, students may not enroll in a course. Exceptions are handled on a case-by-case basis and should be referred to the Registrar's office.

Auditing Courses

Students can audit any course. Auditors receive no credit and no grade. Students may change course registration from audit to credit or from credit to audit during the established add period for the course (example: 1- 3 days for a full semester course).

Cost

The cost for auditing a course is the same as taking it for credit.

Adding or Dropping Courses

Students may add or drop courses within the time limits established by the College. Students may add or drop courses within the time limits and according to the procedures described below.

Adding a Course

During the first 3 class days of each semester, students may add full semester and 12-week courses.

Time limits for adding block courses differ from the time limits allowed for adding full semester courses. A student may add an 8-week block course during the first 2 class days of the course or may add a 5-week block course during the first 2 class days. After the period for late registration passes, students may not enroll in a course. Exceptions

are handled on a case-by-case basis and ~~it~~ should be referred to the Registrar's office for forwarding to appropriate Student Learning departments.

Dropping a Course

Students may drop or withdraw from courses at three different times, each with a distinct procedure.

Beginning of the Semester

During the first 3 class days of the course (or the designated periods for block courses), students may withdraw from any course. No entry that they enrolled in that course will be made in the student's permanent record.

Throughout the Semester

After the established add period, students can withdraw from a full semester course until 10 class days after mid-semester. They may withdraw from 8-week block courses until 5 days after the midpoint of the course and five-week courses until 2 days after the midpoint of the course. A grade of "W" is entered on the permanent record.

Even though an instructor may initiate the drop procedure, the student is responsible for completing the procedure. If a student fails to withdraw, he/she will receive the grade earned in the course.

Withdrawing From College

Full-time students must obtain the signature of the Registrar, the Financial Aid Director (if receiving federal financial aid), and the Residence Halls and Student Life Director (if residing on campus) when dropping or withdrawing from all courses.

Emergency Withdrawal

After the established drop periods, a student may only withdraw from all courses in unusual circumstances beyond the student's control. Such circumstances may include severe health problems or Military Service. The College, however, does not allow selective dropping of individual courses nor any withdrawals during the last week of classes during a term or after the term is over.

Non-Credit Classes

For certain non-credit courses, students can register during the first class. After the period for late registration passes, students may not enroll in a course. Exceptions are handled on a case by case basis and ~~it~~ should be referred to the Registrar's office.

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