

# FALL 2017

	# of Weeks	TERM DATES	PAYMENT DUE DATES	LAST DATE TO DROP WITH REFUND	LAST DATE TO DROP WITH "W"
Day & Evening Classes	16	8/28/17 – 12/15/17	8/14/17	9/11/17	11/2/17
12 Week Term	12	9/25/17 – 12/15/17	9/11/17	10/2/17	11/13/17
8 Week Term 1	8	8/28/17 – 10/21/17	8/14/17	9/5/17	9/29/17
8 Week Term 2	8	10/30/17 – 12/15/17	10/16/17	10/30/17	11/27/17
Running Start	V	8/28/17 – 12/15/17	At time of registration	N/A	60% mark of semester
Running Start – Full Year	V	8/28/17 – 6/30/17	At time of registration	N/A	60% mark of semester
Workshops	16	8/28/17 – 12/15/17	At time of registration	3 business days prior to start date	N/A

**REFUND POLICY:** Effective Fall 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of class in order to get a 100% refund.

Students registered for workshops must drop in writing at least three (3) business days prior to the first workshop session, in order to receive a full refund of tuition and fees.

**ADDING A COURSE:** Students may add a course up to and including the first seven (7) calendar days of the semester (prorated for alternative semester lengths), if space is available. Online courses may be added up to the first day of the semester. Students must have instructor approval to add a course after the official add period.

**DROPPING A COURSE:** You may drop courses by phone, fax, or in person with the Registrar's Office. Courses dropped after the "Drop with a Refund" date will not be refunded tuition. Courses dropped after the "Last Date to Drop with W" date, must be completed on a Withdraw Pass / Withdraw Fail form (a withdrawal notation will be recorded on transcript). This form may be obtained online or from the Registrar's Office. It must be completed with all appropriate signatures, then submitted to the Registrar's Office for processing.