NorthWest Arkansas Community College Administrative

Policies and Procedures

Scheduling of Class(es) 3-15-4(1)

Policy:

Students at NorthWest Arkansas Community College are responsible for scheduling their classes and to be aware of all schedule changes. The College reserves the right to cancel, combine, and change the time, day or location of any class or instructor without obligation.

Adding a Class:

A student may add a credit class through the first two working days of a regular semester (Fall or Spring) for a **1st 8 week or 16 week classes**; and the first working day of a Summer term for **1st 5 week and 8 week classes. For classes beginning later in the term (2nd 8 week of Late Start Classes) students may register through the first day of class.**

Dropping a Class:

The last day to drop a class with a "W" will be determined by the Dean of Enrollment Management. The dates for dropping a class for a regular semester (Fall or Spring) or for a summer term will be published each year in the Academic Calendar within the College catalog and the schedule of classes.

A student who withdraws from all courses at any time during the semester will not be considered enrolled for that semester. A "W" grade is recorded on the student's permanent record if the drop occurs after the last day to drop and not receive a "W" and prior to the withdrawal date from a 16, 12 or 8-week class.

Procedures:

1. Students may change their schedule on the web during the open registration

periods or a student may complete a drop/add form and submit it to the Student Records Office.

2. A student may add a credit class during the first two days of the sixteen-week

semesters; and the first day of either summer term. A student may drop a class through the eleventh week of a sixteen-week semester and the fourth week of a summer term.

3. The data will be entered on BANNER; and the date the class has been added or dropped will be indicated.

4. The dates for dropping or adding a class will appear on the academic calendar which is published in the College catalogue and class schedule.

5. All forms are placed alphabetically in the labeled filing cabinets. After each semester/term ends, these forms are boxed and stored. After a one-year period, these forms are shredded.

Complete Withdrawal Forms are housed in the Student Records Office. After the registration, add/drop forms are boxed, the Complete Withdrawal forms are merged. After a one-year period, these forms are also shredded.

The shredding of these forms will follow the schedule below:

Get new Retention Policy ???

For state auditing purposes, one past academic year will be kept on file at all times. For example, Fall 2004, Spring 2005, Summer 2005. These documents will be destroyed June 2006.

NorthWest Arkansas Community College Administrative Policies and Procedures

---

Revised: May, 2006

NorthWest Arkansas Community College Administrative

Policies and Procedures

Auditing a Class(es) 3-15-5

Policy:

A student may enroll to audit a credit class. No credit will be received for the course, but a grade of AU will be recorded on the permanent transcript. Regular tuition and fees will be charged for the course, and refunds will be authorized only by the Refund Appeals Committee. A student may change a course from credit to audit or from audit to credit through the last day of the first week of class. Audits can only be awarded during the semester in which the class is taken. A student must receive permission from the instructor to change from audit to credit.

Procedures:

1. Students who choose to audit a class, must register in person at the Student Records Office.

2. The "audit" column of the add/drop form will be marked to indicate the student wishes to audit a class.

3. The audit will be entered on BANNER by the Student Records Office.

4. The last day to declare one's intent to audit or to change from audit to credit is the last day of the first week of classes of each semester or term.

Revised: May, 2005

NorthWest Arkansas Community College Administrative

Policies and Procedures