

Essex County College College Regulation

REG 5-21 REGISTRATION CHANGES

Purpose:

To regulate the Adding/Dropping of a course(s) by students.

Application:

1. When registered, a student becomes a member of those classes for which he/she is enrolled. If a student fails to attend one or more classes, absences are recorded and tuition charged until the student officially drops the course or withdraws from the College.
2. A student may add or drop courses during the add/drop period.
3. The student can add or drop course on-line via webservices, or complete an Add/Drop form signed by a faculty member, advisor, or counselor, or Division/Department Chair or Program Director and bring it to the registration terminal.
4. Courses dropped during the official add/drop period will not appear on the student's transcript.
5. No fee will be charged for the add/drop if a course was canceled; input/computer operator error occurred; a change in placement testing resulting from retesting and/or mid-advisement; or other reasons approved by the appropriate Division Chair or Program Director.
6. Tuition adjustments for add/drop courses will be determined by College guidelines.

Regulation History: App. 11/95, Rev.
7/11, 3/17