

REGISTRATION AND COURSE WITHDRAWAL

Registration

After having consulted their academic advisers, students are required to register for the courses that they desire in the following term. Registration takes place during periods set aside in the fall and spring terms for this purpose (see the academic calendar on the inside back cover). By registering on time, students have the maximum chance of obtaining their desired courses. Students are responsible for keeping current with their course schedules by viewing MyMaconWeb. Students will not receive credit for courses in which they are not formally registered. Students will receive a failing grade for any course that they are not attending and failed to drop according to the published deadlines.

Course Add/Drop Period

Students may register for a course during the fall and spring terms through the fifth day of classes. Students may drop a course during the fall and spring terms through the fifth day of classes without any notation on their transcripts. Students may register for a course during the January or summer terms through the third day of classes. Students may drop a course during the January and summer terms through the third day of classes without any notation on their transcripts.

Most registration changes will be conducted via the add/drop function on MyMaconWeb. In cases where a completed add/drop form is necessary, students must submit the fully completed add/drop form to the Office of the Registrar within the allotted timeframe. No change will be made until the completed add/drop form is submitted by the student and processed by the Office of the Registrar.

Course Withdrawal Period

Students may withdraw from a course after the fifth day and through the thirty-fifth day of classes, but they will be assigned a grade of W by the registrar. Students may withdraw from a course during the January and summer terms after the third day and through the tenth day of classes, but they will be assigned a grade of W by the registrar. Courses dropped after the thirty-fifth day of the fall or spring terms or after the tenth day of the January and summer terms will be assigned a failing grade, unless the registrar authorizes a W.