

Schedule Changes to Registration

A student's class schedule may be changed subject to the written approval of the advisor within the prescribed time designated in the academic calendar and college catalog.

Courses may be added until the last day of late registration as designated in the academic calendar and college catalog. Courses that are dropped through the 11th class day for fall and spring semesters (5th day for summer sessions) are not recorded on the student's permanent transcript record. After the 11th day, students who drop from class will receive a grade of "W" (withdrawn). The specific date for each semester/term is published in the academic calendar and college catalog.

Adding a Class. For a defined period of time following regular registration each semester, a student may add classes. A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class. To add a class, the student must contact his/her advisor. The advisor will process the appropriate paperwork through the Registrar's Office.

Dropping a Class. Students may officially drop class(es) within the prescribed time allowed for dropping as designated in the academic calendar and college catalog. Students who stop attending class and fail to follow the procedures listed below could receive an "F" as his/her final grade in the course. To drop a class, the student must contact his/her advisor. The advisor will process the appropriate paperwork through the Registrar's Office.

Withdrawal from College.

A student who wishes to withdraw from all class(es) in which he/she is enrolled for a given semester should first consult with an advisor. It may be possible to make alternate arrangements to avoid the loss of time or credit. If a student determines that withdrawing is the appropriate course of action, the student must officially withdraw within the prescribed time allowed for withdrawal as designated in the academic calendar and college catalog. To withdraw from SAU Tech, the student must contact his/her advisor. The advisor will process the appropriate paperwork through the Registrar's Office.