TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Add/Drop Period
Number: 4.2.5.1

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.2.5 Dropping and Adding Courses

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 President

Purpose:

This procedure outlines how students may drop or add a course during a designated, limited period of time immediately following the beginning of each academic term.

Procedure:

The Calendar Committee will set the dates for the Add/Drop Period. The Add/Drop Period will be scheduled for each semester and will be published in all appropriate College publications and the academic calendar.

Students may add/drop courses during the Add/Drop Period using the designated online student system. Students wishing to add a course must request instructor permission. If the request is approved, the instructor will issue the student an add authorization code to be used in the designated online student system. Tuition will be recalculated appropriately.

Students seeking to withdraw from a course after the Add/Drop Period are required to do so in the designated online student system. See Student Affairs Withdrawal procedure.