

Adding a Course

Any course additions contemplated by the student require the instructor's approval and should be accomplished prior to ten days after classes begin. Adding a course after this time usually will not be to the advantage of the student. To add a course, an add form must be obtained from and returned to the Office of Admissions and Records.

Dropping a Course

A student may withdraw from a course any time up to "W" day and receive a "W" grade (withdrawal, no penalty). To do so, a drop form must be obtained from and returned to the Office of Admissions and Records. It must be signed by the instructor if after the tenth class day of the quarter. The last withdrawal date is officially designated and announced each quarter.

Withdrawal from one or more classes may negatively impact financial aid. Students should check with the Financial Aid Office regarding their individual situation.

In any case, the student is expected to attend all classes until officially withdrawn. It is the responsibility of the student to turn in the completed drop/add form to the Office of Admissions and Records.

Complete Withdrawal From College

A student may withdraw completely from college at any time during the academic quarter. If a student must withdraw from college, it is the student's responsibility to contact the Counseling and Advising Center for an exit interview with a counselor. If necessary, exit interviews can be conducted by phone. If the official withdrawal procedure is followed, the student will receive a grade of "W" (withdrawal, no penalty) in all courses. If this procedure is not followed, "V" or "F" grades will be assigned in all courses. A "V" grade is computed as a failure ("F") grade on the student's transcript and may have additional negative impacts on financial aid eligibility.

Late Registration

If, through unavoidable delays, the student cannot register at the appointed time, a request may be made to the Admissions and Records Office for the privilege of registering during the late registration period. However, this will be a disadvantage since the choice of courses and sections may be limited and may be restricted as to the number of credits allowed for late enrollment.

Credits/Credit Load

Quarter credits granted for a course are determined, in part, by the number of clock hours per week the class meets. For example, a typical five-credit lecture class will require the student to be in class five hours per week (laboratory sections may add to the course contact time). The number of credits allowed is indicated in the description of each course in the Courses of Instruction section of this catalog.

If a student expects to graduate in six quarters, he or she will need to enroll in fifteen or more academic credits, per quarter, that fulfill degree requirements.

Completing fewer credits each quarter will lengthen the enrollment period, while taking additional credits per quarter may shorten it. Required physical education credits should be considered above the fifteen credit academic load. Registration for twenty-one or more credits requires the approval of the Vice President for Instruction, Associate Dean for Student Services, Director of Advising and Counseling, or the student's assigned Advisor.

Recommended Preparation

Some courses that do not list prerequisites may list requirements that are recommended instead. This information is provided by the instructor as a way to explain the skill level they expect students to have prior to enrolling in a course.

If a student does not meet Recommended Preparation requirements, she/he will not be stopped from enrolling in the class. However, considering this information carefully before selecting classes is important for student success.

Prerequisites

A prerequisite is a requirement that a student must meet prior to enrolling in a particular course. For example, if a student wants to take ENGL& 101, (s)he must have received a "C-" or better in ENGL 095 or placed at the ENGL& 101 level on the placement test.

Prerequisites are listed with the individual course descriptions in the catalog and quarterly schedule of classes. If enrolling in a college-level course (numbered 100 or above), it is assumed that the student has appropriate reading, writing and mathematical skills even though prerequisites may not be listed. These skills are considered successful completion of READ 090, ENGL 095 and MATH 098 or receiving placement scores above those levels.

Grays Harbor College uses a computer registration process that does not allow registration into a course unless prerequisites are met. Prerequisites for a particular course may be waived with permission of the instructor of that course. Students must obtain an entry code or signature from the instructor to have the prerequisite waived.

Concurrent Enrollment

Grays Harbor College students may be able to enroll concurrently at other area community colleges for a combined total of 10 to 18 credits. Please check with the Admissions and Records Office to see if this option is available.

If this option is available, students will be assessed no more than the full-time tuition rate plus fees. Concurrent enrollment may not be an option during summer quarters.

Students must complete a concurrent enrollment form available at the Admissions and Records Office. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.