

# Dropping and Adding Classes



**How do I add and drop classes?**

**When can I drop a class?**

**Can I get a refund?**

**Repercussions to dropping classes**

**How do I add and drop classes?**

To add a class after a quarter has begun, pick up an Add/Drop form at the Admissions & Records windows. If you would like help in identifying a class to add, see the Counseling and Advising Center.

When you have selected a class, fill out the information under the Add section and take it to the class instructor to see if you can be admitted. If so, the instructor will sign the form. Return the form to Admissions and Records.

To drop a class, use the same form. If a class has been in session for more than 10 days, you will need the instructor's signature to drop. This does not apply to online classes. Return the form to Admissions and Records.

**When can I drop a class?**

You can drop a class anytime up to W day (check your catalog for dates) and receive a W grade, which does not affect your grade point average.

**Can I get a refund?**

If you paid for your own classes, you can receive a full refund for the first five days of the quarter in fall, winter and spring quarter, and for the first three days of summer quarter.

You can receive a half refund for the first 20 days of the fall, winter and spring quarters and for the first 15 days of summer quarter (includes weekends and holidays).

## Repercussions to dropping classes

Dropping a class may have a negative impact on your financial aid or other funding. Check with the Financial Aid Office or your funding source regarding your individual situation.