Dropping and Adding Classes

Rules and Procedures:

- Fill out **RS Drop/Add** form and **See the Running Start Counselor**.
  You may be required to get a signature from your high school counselor
- RS Drop/Add forms can be found at your high school or next to RS counselors
  Door: Office 141 or on-line at:
  http://www.ghc.edu/sites/default/files/add-dropform.pdf
- When dropping after the 10th class day of the quarter you will receive a "W" on your Transcript
- Students are expected to attend class until they withdraw
- Adding must be done by the 5th class day of the quarter and requires instructor permission (and signature)
- See RS Coordinator for signature before completing the procedure

What is "W" Day?   It is the last day you can withdraw from a class and receive a W grade:

Fall Qtr. 2016: November 3rd; Winter Qtr. 2017: February 16th; Spring Qtr. 2017: May 25th

How am I affected by dropping or withdrawing from a class?

Before classes start and for the first ten days of class there is no penalty for dropping classes

After the tenth day of class, if you withdraw officially a "W" appears on your transcript, it does not affect your GPA

Withdrawals can affect future Financial Aid after you are finished with Running Start.

Academic Standards

Students who attain a 3.5 or better completing 12 or more credits will be placed on the Presidents Honor Roll and their transcript will be endorsed "Presidents Honor Roll"
Students achieving 3.5 completing 15 credits or more in one quarter receive an invitation to join Phi Theta Kappa Honor Society.

All students on campus must maintain a 2.0 cumulative grade point average. If your grade point average drops below 2.0 the first quarter you are put on "Academic Warning," the second quarter "Academic Probation," the third quarter "Academic Suspension."

Academic Warning:
      Meet with Running Start counselor and high school counselor
      Transcript endorsed "Academic Warning"
      Weekly attendance sheets signed by your instructor for every class required

Academic Probation:
      Meet with Running Start Coordinator and high school counselor
      Transcript endorsed "Academic Probation"
      Weekly attendance sheets signed by your instructor for every class required

Academic Suspension: Out for a quarter: Appeal to Vice President of Instruction possible
      Meet with Running Start Coordinator and high school counselor Transcript endorsed "Academic Suspension"

Wait List / SID / PIN

When you register and your class is closed, you will be asked if you wish to be placed on the wait list. When an opening occurs, the first name on the waitlist will be automatically enrolled.

You can check your status by accessing your student schedule with the Student Information KIOSK https://www.ctc.edu/~grays/student/ on the GHC web site. Click on "**Student Schedule**" and look to see if your class shows up.

You must know your Global PIN and your Student Identification Number in order to access this information. You may retrieve your Global PIN from the system on the same page as the "Student Schedule" by accessing "**Get My PIN**"

The wait list is in effect from the first day of registration each quarter and ends the Thursday before class begins. **Once classes start, if you are not in the class, you must be signed in by the instructor using a drop-add form.**

Student Identification Number (SID)
Each student will be assigned a 9-digit number that will be used as a Student Identification Number (SID). This is the number that will be used for identification purposes on course rosters, college identification cards, etc. The SID will be assigned automatically upon admission to the college or upon first-time enrollment.

Global PIN: This is a six-digit number that will be randomly assigned by the Admissions and Records Office. It is mailed to you as a new student. Use your Global PIN along with your SID to access the following information about yourself on the Information Kiosk
* Degree Audit
* Your Class Schedule ("Student Schedule")
* Unofficial Transcript (final term grades will be shown here)
* Financial Aid Inquiry