

# Thinking of **DROPPING or WITHDRAWING** from classes?



**Counseling Office • MV 27 • 619-388-2672**

## **Introductory Statement:**

Students are encouraged to speak with a counselor if they are considering dropping or withdrawing from a course prior to doing so online. A counselor can assist by discussing options and implications for dropping or withdrawing. Counselors are available to assist with personal and academic concerns.

## **What does it mean to DROP or WITHDRAW from a class?**

### **DROPPING MEANS:**

- You formally cancel your enrollment in the class —>WITHOUT any notation on your permanent record/transcript.
- Classes may only be dropped ON or BEFORE the drop deadline.
- Visit Student Web Services Online for Specific Deadlines <http://studentweb.sdccd.edu/>

### **WITHDRAWING MEANS:**

- You formally cancel your enrollment in the class —>WITH a "W" annotated on your permanent record/transcript.
- AND – it's possible that you may not be able to retake the class. There are limitations on repeating courses. See a counselor for details.
- You may only withdraw between the drop and the withdrawal deadlines.
- If you are considering attending a professional school, meet with a counselor before withdrawing. Excessive withdrawals can impact your acceptance to professional schools.

## **How to Correctly Drop/Withdraw:**

- 1.) Check the websites below or visit the Admissions office for deadline dates.  
<http://studentweb.sdccd.edu/>  
<http://schedule.sdccd.edu/index.cfm>
- 2.) Drop/withdraw classes online through Reg-E  
<https://studentweb.sdccd.edu/reg-e/> ON or BEFORE the deadline. Reg-E is available M-F 7am-midnight & Sat 8am-1:30pm.
- 3.) Confirm changes and print a copy for your records.

## **Dropping or Withdrawing CAN...**

- Affect the term of transfer or degree completed.
- Result in an "F" for the class, if you miss the withdrawal deadline.
- Result in Academic or Lack of Progress probation and subsequent Disqualification.
- Affect your financial aid eligibility.

## **Money Matters- Dropping or Withdrawing CAN result in...**

- You being unable to get your money back for classes you drop versus withdrawal.
- You having to pay back a portion or all the financial aid funds used and/or received.
- You being disqualified from receiving Financial Aid, per expected Standards of Academic Progress.
- You losing your EOPS grant and/or book voucher.

## **Veteran Students**

Veterans are required to notify the campus Veterans Affairs Office when they add, drop, and withdraw from classes. Such changes should be reported immediately after completing the add/drop procedure through Reg-E. Failure to comply with this regulation is grounds for de-certification.

## **Successful ways to Complete Classes**

Communicate with your professor if you are considering dropping or withdrawing from your class. It is highly recommended that you meet with your professor during office hours prior to making changes. The professor may be able to provide you with study tips specific to the subject area and discuss areas of strength and growth with you so that you can be successful in the class.

## **Visit the Counseling Department to:**

- Develop an educational plan
- Identify personal goals
- Discuss academic options
- Discuss personal matters

## **Enroll in a Personal Growth Course:**

- PERG 120: College Success & Lifelong Learning
- PERG 130: Career—Life Planning
- PERG 140: Life Skills & Personal Adjustment

## **Seek the appropriate Tutorial Services:**

<http://sdmesa.edu/tutoring-center/index.cfm>

## **Utilize Specialized Resources:**

- Child Development Center
- DSPS (Disability Support Programs & Services)
- EOPS (Extended Opportunity Programs & Services)
- MAAAP (Mesa Academic & Athletics Program)
- Mesa Academy
- Puente Project
- Transfer/Career Center

Find out more at

<http://sdmesa.edu/student-services/index.cfm>

or talk to a counselor.

# FAQS

## Q. How do I avoid getting on probation or disqualification?

**A.** Maintain contact with a counselor, communicate with professors, utilize tutorial and other campus resources, earn a 2.0 GPA each semester & overall, and complete at least 60% of coursework attempted.

## Q. What do I need to do to get off probation or disqualification?

**A.** Earn a 2.0 GPA the subsequent semester & overall, and complete at least 60% of coursework attempted. It is recommended that you speak with a counselor, enroll in a Personal Growth course (120, 130, or 140), and seek the appropriate tutorial service or assistance.

## Q. Can I file a late withdraw?

**A.** Students with EXTREME circumstances may file a late withdrawal petition with documentation to the Admissions office.

## Q. I have been dropped from a class, what can I do?

**A.** You may be dropped by your professor due to non-attendance. You can also be dropped from a class if you accumulate absences that exceed 6% of the total class hours.

## Q. Will professors drop me from their course if I stop attending class?

**A.** Not every professor will drop you for non-attendance. Ultimately, it is YOUR responsibility to drop by the withdrawal deadline or a letter grade will be assigned.

## Q. Is it better to get an unsatisfactory letter grade (D or F) or Withdraw with a "W" recorded on your permanent record?

**A.** Too many unsatisfactory grades will place you on academic probation while too many W's will place you on lack of progress probation. See a counselor to discuss what would be the best in your situation.

# IMPORTANT DATES

## PRIMARY 16-WEEK SESSION

August 23 - December 18, 2010

July 7-23	Registration by appointment
July 26	Open Registration begins
Aug 22 '09	Residence determination date

## PRIMARY 16-WEEK SESSION

August 23 - December 18, 2010

Aug 23	Fall Semester begins (16-weeks)
Sept 6	Holiday – Labor Day**
Sept 3	Last day to receive process and pay for add codes

## Deadline to drop classes with no "W" recorded

Sept 7	Last day to drop and be eligible for refund of enrollment fees and/or non-resident tuition
Sept 17	Constitution Day (classes are in session)
Sept 24	Last day to file a petition for Credit/No

## Credit grade option

Oct 29	Withdrawal deadline - No drops accepted after this date*
Nov 12	Holiday – Veteran's Day**
Nov 22-24	Classes not in session
Nov 25-26	Holiday – Thanksgiving **
Dec 18	End of Fall 2010 Semester