



POLICY NUMBER: SLCC-SS-205
POLICY AND PROCEDURES MEMORANDUM

Title: Add/Drop Period Policy
Approval Date: July 25, 2013
Effective Date: July 29, 2013
Date of Last Review/Revisions Approval:
N/A
Cancellation: N/A
Office: Student Services

Add/Drop Period

At the start of each term or course, a period exists where students may change their schedule. Courses may be added or dropped from a student's schedule without financial penalty during this time frame, known as the Add/Drop Period. Schedule changes may be made during this period using the online system or by completing an *Add/Drop Form*.

Students are encouraged to consult with their academic advisor prior to making any schedule changes as progress towards graduation may be affected. Schedule changes may also impact eligibility for financial aid.

Course additions are not permitted after the end of the Add/Drop period except in special circumstances. Such additions require the approval of the Divisional Dean.

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Reviews/Revisions Approval
x	<i>Cabinet Approval</i>	<i>July 25, 2013</i>	<i>July 29, 2013</i>	<i>n/a</i>
x	<i>Executive Committee Approval</i>	<i>July 25, 2013</i>	<i>July 29, 2013</i>	<i>n/a</i>
x	<i>Chancellor Approval</i>	<i>July 25, 2013</i>	<i>July 29, 2013</i>	<i>n/a</i>

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to Cabinet


Natalie J. Harder, Ph.D.
Chancellor