6.4.5 Adding Classes

Last Revised: February 2012

Policy: Piedmont Community College (PCC) allows students to add a class after the term begins during a defined period of time following the required registration process.

Purpose/Definitions: PCC’s early, general, and late (drop/add) registration periods are set and published prior to the beginning of each academic term.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.

Procedures:
A student may add a class after the general registration period by completing a Drop/Add Form, available in the Office of Student Development or on the College’s website. Classes may be added through the fifth day of the semester for full-term (16 weeks) weekday classes. The last day to add a class varies for weekend and short-term (less than 16 weeks) classes. For these classes, students should contact the Office of Student Development.

Legal Citation: N/A

History: Effective October 2012; Revised October 2001, February 2012