

ADDING OR DROPPING A CLASS

All adds, drops and withdrawals are to be completed ONLINE through myGateway by the established deadline dates.

- Students who choose to **Waitlist** into a class must meet all registration requirements, including time conflicts and prerequisite requirements. Waitlisting does NOT guarantee enrollment into any class and not all classes have waitlists.
 - **Add authorization codes** are required to officially enroll in a class once the class begins and must be used by the add deadline.
 - **Short-term courses** are regularly scheduled classes meeting less than the full length of the term, or self-paced classes in which students may enroll at various times throughout the term. Refer to the Class Schedule for deadlines.
 - A **Section Change** can be one of the following:
 - dropping a course and replacing it by transferring to a section that has different hours, days, instructor for the same course (must be the same course length)
 - transferring from a lower to a higher-level course
 - transferring from a higher to a lower-level course
 - **Drops and/or Withdrawals** from class(es) is the student's responsibility. Failure to officially withdraw from a class may result in a grade of "F" or "NP" being assigned.
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