Narrative/Description: Schedule changes are determined by three different periods of time: before classes begin, after classes begin but before census date, and after census date. Drop/add and full withdrawals before classes begin may be done via W4S or contacting the Registrar’s Office. Drop/add after classes begin but before census date must be done using schedule change form (ALP) and submitted to the Registrar’s Office. Full withdrawals after classes begin must originate via the advising center (ALP), appropriate signatures must be obtained and returned to the advising center, and then the advising center will notify the Registrar’s Office of official withdrawal. Official withdrawals after classes begin but before the census date will result in a “drop/retained” status. Official withdrawals after the census date will result in a “withdrawal” status. Administrative schedule changes and cancelled classes will be communicated to the students and students will be allowed to make changes without penalty.

Electronic Inputs: W4S

Manual/Paper Inputs: Schedule change form or e-mail notice. Dept Chairs notify Registrar of administrative schedule changes or cancelled classes. Registrar updates SIS Plus. Dept responsible for notifying students.

Key Decision Points (list all): Determination if student withdrawing from all courses or only part of the schedule and during which period of time.

Related Policy(s): SRSU, TSUS and THECB withdrawal policy

Interface to Other Systems: N/A

Web Features: W4S may be used for drops and withdrawals

Electronic Outputs: RGC faculty notified of schedule changes or withdrawals

Manual/Paper Outputs: Advising Center issues official withdrawal list weekly

Customer(s): Faculty, staff and students

Regulatory Items: SRSU, TSUS and THECB withdrawal policy
Frequency/Volume: Term based and weekly

Potential Break Points: Determination of drop/add periods and if student is wd or dropping

Automation: Add/drop via W4S and RGC faculty notification

Issues: Student timeliness in making decision to withdraw or change schedule