

How to Add or Drop Classes

If you need to make changes in your registration before the posted add/drop deadline, follow the steps below. Please note the add/drop dates are listed in the Academic Calendar (scf.edu/AcademicCalendar).

1. Login to SCFconnect from the College website: scf.edu. Then click  in the upper right hand corner of the site.
2. Enter your user ID and password, then click Login.
3. Click on the Student tab.
4. Click on the Add or Drop Classes link in the Registration Tools channel.
5. Select the appropriate term and click Submit.
6. Click the action drop down for the course to drop and click Submit Changes.
7. If you want to add a course, enter the CRN (Course Reference Number) under the Add Classes worksheet.

How to Withdraw from Courses

1. Go to SCFconnect, click the Student Tab and click Add or Drop Classes under the Registration Tools.
2. Select the appropriate term and click Submit.
3. Select the Action drop down box, choose Withdraw by Student and select the appropriate reason.
4. Click Submit Changes.

Withdrawal from a Course or Complete Withdrawal from the College (NO REFUND)

Withdrawal is a change in a student's course schedule where one or more courses are withdrawn prior to the end of the term. Withdrawn courses appear on the transcript as a "W" or "WF". No refunds are permitted for withdrawn courses. **All withdrawals are counted as an attempt.** If a student decides to withdraw, it is the student's responsibility to initiate the withdrawal process via SCFconnect.

Status	Action	Reason	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Reg/Add on Oct 22, 2012	None	None	21623	REL	2121	05	Credit	3.000	Credit	Religion in America
Web Reg/Add on Jan 03, 2013	Withdraw by Student(No Refund)	Dissatisfied with my grade(s)	21010	ECO	2023	B01	Credit	3.000	Credit	Principles of Microeconomics
Web Reg/Add on Jan 06, 2013	None	None	20195	MGF	1107	07	Credit	3.000	Credit	Liberal Arts Mathematics
Web Reg/Add on Jan 07, 2013	None	None	20967	BSC	1008	13	Credit	3.000	Credit	Human Body

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Mar 21, 2013 09:31 am

Add Classes Worksheet

CRNs

Withdrawal and Refund Policies

All withdrawals are counted as an attempt. Consulting with a student services advisor (A.A. students)/program manager (A.S./B.A.S./B.S. students) and a financial aid representative (if receiving financial aid) is **strongly** encouraged before withdrawing from any class. Course withdrawals may negatively impact Satisfactory Academic Progress (SAP) {financial aid eligibility} as well as other possible academic consequences.

Withdrawal Without Academic Penalty

A student may withdraw from any or all courses (accelerated or short-term) without academic penalty of a "W" grade by the withdrawal deadline as listed in the SCF academic calendar. SCF encourages students to discuss a withdrawal with the instructor and/or student services advisor prior to withdrawing. Students receiving financial aid are strongly encouraged to talk with a financial aid representative prior to any course withdrawal.

Course withdrawals after the deadline for the term, as published in the academic calendar, will result in a grade of "WF" which is computed in the term and cumulative GPA. Appeal requests must be accompanied by major extenuating and documented circumstances and should be directed to the vice president of Academic Affairs, who has the final approval/disapproval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences.

If a "WF" grade is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.

Faculty Withdrawal

Before the course withdrawal deadline (60 percent of the term) and until two weeks prior to the end of the term, a faculty member may withdraw a student when the student has stopped attending class and has not formally withdrawn from the course by the withdrawal deadline. A faculty member can withdraw a student for excessive absences, excessive tardiness, academic misconduct or another similar reason, as noted in the faculty member's respective syllabus. Depending on the date of the withdrawal, a grade of "W" or "WF" will be recorded. Either grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses. "WF" grades are calculated as an "F" in the grade point average (GPA).

Faculty No-Show Reports

Following the last day to add/drop courses for the term, faculty are required to report any student who has not attended one class within the first week of the term and/or has not contacted the professor/instructor to make arrangements to attend class or to make up missed work/assignments (also termed as a no-show student). A grade of "W" is recorded for "no-shows" on the student's permanent academic record, the course is counted as an attempt and fees are applied for all courses accordingly.

Return of Federal Financial Aid Upon Withdrawal from the College

Effective with the Fall 2000 term, students who receive federal financial aid funds and who withdraw from all classes may be required to return all or a portion of these funds to the federal government. Students should consult with the Financial Aid Services office before completely withdrawing from the College.

Third Attempt

Florida Statute 1009.285 requires that students enrolled in the same undergraduate college credit course or college preparatory course more than two times shall pay fees at **100 percent of the full cost of instruction.** (For purposes of this assessment, the Florida Legislature considers 100 percent of the full cost of instruction to be equal to the non-Florida resident fee, which is not subsidized by state monies.)

Students with documented extenuating circumstances or financial hardship may initiate a third attempt fee appeal process through a student services advisor.