DROPPING CLASSES

Maintain control of your own records. As soon as you know you will not be attending a class, DROP IT by using WebSTAR. You will receive grades of F for courses you are no longer attending and have not dropped and those grades will remain on your transcript forever.

Give your fellow students a break. Others may be trying to register for a class you know you will not be attending; drop it so they may be able to take it.

DO NOT RELY ON ANYONE ELSE; PROTECT YOUR RECORDS. Instructors MAY drop for nonattendance, but many do not. You are responsible for all classes for which you register. Do not assume you will be dropped for nonattendance. The failing grades you receive will not be changed because you quit attending. The following deadlines are for full-term classes. Short-term classes have unique deadlines – contact the Admissions and Records Office.

Deadline to drop without owing fees and/or be eligible for a refund **Saturday, September 3**

Deadline to drop course without it appearing on your transcript (without W)

Monday, September 5

Deadline to drop full-term course

Friday, November 11

CAUTION: <u>Do Not Wait</u> until these deadlines to drop. Some fall on days when the College is closed. If you have problems, no one will be available to assist and exceptions will not be made because you did not drop on time.

WebSTAR Instructions:

- 1. Sign On to WebSTAR. Click on *Student Services* menu.
- 2. Click on *Registration*.
- 3. Click on *Add/Drop Classes*.
- 4. If registration activities are on-going for more than one term, you will need to *Select a Term*. If only one term is possible, that term will be displayed automatically.
- 5. Click on Submit.
 - If you have not been enrolled past the first two weeks of classes for two or more semesters, you will receive an error message to inform you that you must apply for readmission before you may register. In that case, you must exit the program and return to the IVC homepage. Then, click on *Application for Admission*. You will not be able to register immediately. After your online application is received and processed, you will receive an e-mail informing you if you have been readmitted or additional information is needed. The process may take several days so do not wait to apply. Contact the Admissions and Records Office if you have questions.
- 6. Scroll to the bottom of the screen.

- 7. <u>Add Classes Worksheet</u>: This is a handy form to use so you may register for more than one course at a time. If you have already reviewed the printed Class Schedule and know the Course Reference Number (CRN) of the course(s) for which you want to register, input each of them on the worksheet. Then click on *Submit Changes*.
- 8. If you do not know the CRNs, click on Class Search. (Instructions continued on next page.)
 - <u>Class Search</u>: You may search for classes in the Schedule by using any of the criteria offered. If you know the subject and class number such as BUS 126, under <u>Subject</u>, scroll to Business Administration. By <u>Course Number</u>, input 126. At the bottom of the page, click on <u>Class Search</u>.
- 9. All sections of BUS 126 will be displayed. Select the section you want by clicking in the box before the class.
- 10. Click on *Add to Worksheet*. This will return you to the screen showing your *Add Classes Worksheet*. Scroll to the bottom of the screen to see the CRN in your worksheet.
- 11. Repeat this process to select all classes for which you wish to register.
- 12. When done, click on *Submit Changes*.
- 13. This takes you back to the *Add/Drop Classes* screen. Click on the arrow in the *Action* box of the class you wish to drop. The drop status possible for the course at the time you are attempting to drop will be displayed. Click on that status.
- 14. Click on Submit Changes.
- Verify you completed the process correctly by reviewing your schedule. See the later section on *Review and/or Print Your Schedule*.
- 16. Review your fees. See later section on *Review Fees*.