

Boyce College Winter and Spring 2011-2012 Registration Schedule and Refund Policy

Students register and pay for courses online. Courses are confirmed only by the full payment of fees. Unpaid tuition balances may result in late payment fees and deletion of courses.

Add

During online registration schedule adjustments may be made without penalty until online registration closes (first day of class for Winter Term classes; Monday, February 7, 2012 for the Spring semester). After the close of online registration, courses may be added by exception. Applications for exception to this policy may be made through Academic Records and are subject to late registration fees.

Drop

Students may drop classes via E-Campus until 11:59 pm on the 1st day of class for the Winter term or February 7, 2012 for the Spring semester. Classes dropped during this period do not appear on the transcript and will not be charged to the student's tuition account.

Withdraw

After the end of the online drop period, students may withdraw from classes by using the online Student Course Withdrawal Form until March 31 for the spring semester and until the mid-point of the class for the Winter term. Students are not allowed to withdraw from a course after the deadline. Students must officially withdraw from a class to avoid receiving an "F". A grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be assigned at the professor's determination. This grade does not affect the student's grade point average. There is no refund for withdrawn courses.

Registration Opens

	Winter	Spring
Continuing Internet Students	October 31, 2011	October 31, 2011
New Internet Students	October 31, 2011	November 7, 2011
On-Campus Students*		
Less than 30 hours to complete degree	October 31, 2011	October 31, 2011
Less than 60 hours to complete degree	October 31, 2011	November 7, 2011
60 hours or more to complete degree	October 31, 2011	November 14, 2011
New Students	October 31, 2011	November 21, 2011
Special Students	October 31, 2011	November 21, 2011

* Hour total does NOT include current courses.

Registration Closes

	Winter	Spring
Add Closes	11:59 pm EST 1st Day of Class or 4 pm EST, January 4, 2012 (whichever occurs first)**	4 pm EST February 7, 2012
Drop Closes	11:59 pm EST 1st Day of Class or 4 pm EST, January 4, 2012 (whichever occurs first)**	4 pm EST February 7, 2012

** For classes that begin after the drop deadline, contact Academic Records to drop a course by the 1st day of class.

Refunds

Drop/Withdraw	Refund	Winter	Spring
Last Day to Drop Class Online (Does not appear on transcript)	100%	11:59 pm EST 1st Day of Class	4 pm EST February 7, 2012
Last Day to Withdraw from Class (Appears on transcript with grade of WP)	0%	Mid-Point of Class	March 31, 2012