

Policy Statement

Registration for, and changes to, classes is ultimately the student's responsibility.

Policy Details

Open registration is held prior to the start of classes each part of term. Prior to registration, students who have not previously registered should meet with an advisor to plan a class schedule. Continuing students should follow their academic plan. Deviation from this plan could result in graduation delays, increased fees, and loss in some financial aid.

Adding, dropping, or withdrawing from courses can impact a student's financial aid, how much a student pays for college, and time of graduation. It is important for students to fully understand the financial effects of decisions of changing their schedule. It is strongly recommended that, prior to adding, dropping or withdrawing from a course, students consult their advisor. Students are responsible for initiating changes to their schedule.

Registration dates for each part of term are specified on the academic calendar. It is each student's responsibility to become familiar with registration schedules, deadlines, and processes. All registration changes should be completed online through the student portal. Students may access the [Academic Calendar](#):

- Go to www.terra.edu
- Select the Degrees and Programs tab
- Select "Academic Calendar" from the drop-down menu

Students pay for their classes at the time of registration, or make payment arrangements prior to the established payment due dates. Payment due dates are identified at my.terra.edu and terra.edu.

- Go to www.terra.edu
- Select the Apply & Aid tab
- Select "Paying for College" from the drop-down menu
- Select "Payment Options"

Adding Courses

Students may add courses to their schedule during open registration and until the start date of the specific class requested. Once a class begins, the student must have instructor permission to add the class. Please refer to the procedures below, and the academic calendar for exact dates. Some courses begin after the start of the Summer, Fall, or Spring semester. These specialized timeframes are referred to as "part of term." Students who add courses after the start of the part of term will pay the current tuition and fees for each credit hour added.

Any student registering for over 20 credits will require special approval by the academic division dean of instruction responsible for the student's declared program of study.

Please see "Procedures" below for specific course registration steps.

Waitlisting

Some courses may allow students to add themselves to the waitlist if a course is full. If a seat opens in the course, the student in the first position on the waitlist will be sent an email notifying them of the opportunity to register. The student must register within 24 hours of notification or they will be dropped from the waitlist. The seat will continue to be offered to the next student on the waitlist until filled.

Please see the Procedures below.

Withdrawing/Dropping a Course

Students may withdraw from a course through their student portal. A grade of "W" (Withdrawal) will only be issued when the student withdraws prior to 75% of any instructional part of a course. After 75% of a course is complete, students cannot withdraw from a course and will receive the grade that they earn. In order to be eligible for any possible tuition refund, students must officially withdraw from a course. Refund procedures and time-frames are identified in the Student Refund Policy, and may be found at terra.edu.

Federal Student Aid recipients who add and drop courses during the semester should consult with the staff in the Financial Aid Office because financial aid eligibility may be affected.

Please See Procedures below to Withdraw/Drop a course.

The Difference between a Dropped Course and a Withdrawn Course

"Dropping" a course is different from "Withdrawing" from a course.

"Dropping" only applies during the registration period *before* classes start and typically within the first seven (7) days of a class. A dropped course is completely removed from a student's records and will not appear on a transcript.

Classes that are removed from a student's schedule *after* the free-drop date has passed are considered "Withdrawals." A course that a student has withdrawn from will remain on a student's transcripts and will appear with a grade of "W" which does not directly impact a student's GPA.

Please see Procedures below to access drop dates.

Procedures

Adding Courses

Prior to the start of any part of term (session)

New students **must** contact their assigned advisor prior to registering for courses to develop an Academic Plan.

To locate the name and contact information for a student's advisor:

- Go to myterra.edu
- Select "Links"
- Select "Banner Self-Service"
- Select the Student Tab
- Select "Student Profile"
- The Advisor will be listed at the bottom of the General Information

A student adds classes using the Registration tab in Banner Self-Service. In some instances, there may be a hold on an account. Many holds have a contact number in the message. If a number does not exist it is best to contact an advisor.

1. Go to my.terra.edu, select "Links," then "Banner Self-Service" (SSB).
2. On the Student tab, select "Registration," then select "Register for Classes."
3. Select the desired Term to register.
 - a. Always register for terms in order when registering for multiple terms. For example, always register for Summer then Fall.
4. There are three options for selecting classes.
 - a. Find Classes – Search by Subject, Course Number, and/or Keyword.
 - b. Entering course reference number (CRN) – Enter the 5-digit course identifier for one or multiple courses.
 - c. Register from a plan – Plans are created in Degree Works, typically with the assistance of an advisor.
5. Once select courses are visible in the Summary section. This is commonly referred to as a 'shopping cart'.
 - a. Selecting the "Submit" button will tell SSB to process your request to add.

- b. Any errors in processing will be noted next to the course. Students should contact their advisor, or email advising@terra.edu, immediately for assistance in remedying these errors.

Any student registering for over 20 credits will require special approval by the academic division dean of instruction responsible for the student's declared program of study. To locate the contact information for the appropriate academic dean:

- Go to www.terra.edu
- Select the "About Us" tab
- Select "Directory"
- Keyword Search "Dean"

After the first day of a class

The suggested process is to email the instructor from the student's College-provided email address (@terra.edu) requesting permission to add the course late. The request, at a minimum should include the student name, student ID (T#), and course reference number (CRN). Students should contact their advisor or advising@terra.edu for questions accessing this information.

Students adding a class are responsible for attending the next class meeting, or in the case of a distance learning course, to immediately email the instructor upon adding the course.

Waitlisting

1. If a class is full and a Waitlist seat is available, a student may select the "Waitlisted" option in the student registration system.
2. The student will be notified if/when a seat becomes available in the class.
 - a. The notification is sent to the student's College email account.
 - b. The student has 24 hours to add the course through the student portal.
 - i. A student cannot add a second section of the same class.
 - ii. For example, if a student is already registered for another section of ENG1050, that section must be dropped at the same time, or prior to, in order to register for the waitlisted section.
 - c. **Being added to the class is NOT automatic;** students must monitor their college email account for the notification(s), and then register for the class.
3. After the 24 hours, if the student has not enrolled in the class, they are automatically dropped from the waitlist for that class. Once dropped from the Waitlist, the student must re-select the Waitlist option for that class and begin the process again.
4. Students on a waitlist are not officially enrolled in that course, are not eligible to receive a grade in that course and are not charged tuition or fees until registered.
5. The Waitlist is available through the first (1st) day of the part of term.

Withdrawing/Dropping a Course

Students, in most cases, must withdraw themselves using the student portal in the same way as adding a class, through the Registration tab in Banner Self-Service.

- In the event of an inability to withdraw from a class, the student is responsible for sending an email to their advisor and/or recordsdept@terra.edu immediately.
 - The advisor or student records office staff will attempt to reply within one (1) working day.
 - In most instances, Terra State staff will not withdraw a student from classes.
- Instructors do not have the authority to withdraw a student from a class.
- If a course has a co-requisite, a student cannot withdraw from one class and remain enrolled in the co-requisite class/lab.
- Students cannot withdraw from a class after 75% of it has been completed. The last eligible date of withdraw for each part of term is identified on the academic calendar.
- Withdrawing from a class may affect a student's financial aid.

- Withdrawing from a class does not necessarily remove any tuition and fees associated with the class.
 - See the Student Refund Policy for more information
 - Students may want to discuss this with an advisor, as well.

Resources

Documentation

Definitions

Term	Definition
<i>CRN</i>	The course reference number is a 5-digit number identifying a course on the schedule. Spring begins with a 1, Summer begins with a 3, and Fall begins with a 4.
<i>Drop</i>	Students may "drop" a class within the first seven (7) days without penalty. Dropped classes are not reflected on the transcript.
<i>Open Registration</i>	The timeframe in which a student has the ability to register themselves for classes.
<i>Part of Term</i>	Term inside the selected semester. These can consist of Full Term (Fall/Spring 16-week session & Summer 12-week session), Late Start (Fall/Spring 14- and 12-week sessions & Summer 8-week session), and Half Term (Fall/Spring 8-week session & Summer 6-week session).
<i>Withdraw</i>	A withdrawn course remains on the transcript. Currently assigned a "W" grade that does not affect the student's GPA.

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
1/24/2007	Entire Document		CASA
5/15/2015	Entire Document		CASA
3/23/2023	Entire Document	Combined add and withdraw policies, and added waitlisting Approved by CASA with edits	William Taylor, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

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