

Schedule Changes

Adding or Dropping a Course (Add/Drop)

Students may make schedule changes during the designated Add/Drop period by accessing the myNWSCC portal.

Students may not add classes after the end of the Add/ Drop period without approval of the respective dean and the instructor for each course to be added.

Any change to the student's schedule after Add/Drop must be processed by admissions staff. Students adding a course after the Add/Drop period must pay tuition and fees for the course (or courses) added.

Withdrawal from a Course

A student who is unable to complete a course is expected to withdraw from that course by proper withdrawal procedures with the instructor, a Student Success Coach, Financial Aid Office and the Admissions Office.

A grade of "W" will be assigned for the course, a student withdraws prior to the last day to withdrawn date published in each registration guide. This grade will have no effect on the student's GPA. The grade of "W" is allowed regardless of the student's grades to the point of withdrawal. This withdrawal may only be by student request.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from a course.

Withdrawal from a class will not be approved after the posted last day to withdraw.

Withdrawal from College

A student may initiate withdrawal upon request at any time during the term by obtaining the proper forms from the Admissions Office and completing the forms according to the instructions given. The official withdrawal date will be the date these forms are completed and submitted to the Admissions Office on the Shoals or Phil Campbell Campuses.

A grade of "W" will be assigned as the final grade if a student withdraws prior to the last day to withdraw date published in each semester schedule. A grade of "F" will be assigned if a student withdraws after the published date.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from College.

Administrative Withdrawal From a Course or From College

A student may be withdrawn administratively from any course for:

1. Failure to complete College registration properly.
2. Failure to fulfill a financial obligation to the College.
3. Failure to fulfill conditions of registration in those cases in which a student was admitted on conditions.
4. Failure to fulfill other conditions of admission and/or registration.
5. Failure to meet standards of progress requirements.
6. Failure to attend class during the first week of the semester.