



Registration Policies

Purpose:

The purpose of the Registration Policies at Fond du Lac Tribal and Community College is to provide clear and structured guidelines for the registration process, ensuring that students can enroll in courses efficiently and effectively. These policies aim to facilitate a smooth registration experience by outlining procedures for course selection, prerequisites, deadlines, and handling registration errors. They also ensure compliance with academic standards and institutional requirements, helping students to plan their academic journey and achieve their educational goals.

Policy Language:

Dropping and adding a class

Students are entitled to attend the first class session without obligation. Students may drop or add classes at any time during the first five class days of each semester with no obligation for tuition or fees for the class. Students are obligated for any classes dropped after the first five class days of each semester. If a student is obligated for a dropped class, the amount of the tuition and/or fees for the dropped class may be applied to the cost of an added class for the current term.

During the summer session, students may drop or add classes at any time during the first five class days with no obligation for tuition or fees for the class.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, refund of such fees is at the discretion of the president.

If students drop a course during the first five class days of the semester, no grade(s) will be recorded on their permanent record. Courses that are not officially dropped through the Records and Registration Office will be recorded on the student's permanent record with a grade of FN. All changes in registration must be processed by the Records and Registration Office.

WITHDRAWAL FROM A CLASS

If students withdraw from one or more courses after the first five class days of each semester, but no later than the 60th day of the semester, a W (withdrawal) will be recorded. For Summer Session, student must withdraw no later than the 30th day.

Withdrawals are not permitted following the conclusion of a course.

Students who wish to completely withdraw from one or more courses are required to do so officially by completing the proper form in the Records and Registration Office. Students must consult with the instructor and a counselor/advisor before withdrawing from a course.

An affirmative action, equal opportunity educator and employer.

A member of Minnesota State and the World Indigenous Nations Higher Education Consortium.

TOTAL WITHDRAWAL

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the federal and/or state regulations.

Fall and Spring Semesters and other terms at least ten weeks in length:

Withdrawal Period	Refund %
1st through 5th class day of term	100
6th through 10th class day of the term	75
11th through 15th class day of the term	50
16th through 20th class day of the term	25
After 20th class day of the term	0

Summer sessions and other terms at least three weeks, but less than ten weeks in length:

Withdrawal Period	Refund %
1st through 5th class day of term	100
6th through 10th class day of the term	50
After 10th class day of the term	0

Special terms less than three weeks in length:

Withdrawal Period	Refund %
On 1st day of term	100
On 2nd and 3rd class day of the term	50
After 3rd class day of the term	0

Date Policy was Originally Adopted:
Responsible Division/Author:
Revision Date(s):