A. Purpose

To provide procedures for processing registration change forms enabling accurate enrollment reporting.

B. Procedures

1. The student may Drop/Add a class(es) using WebAdvisor, Gaston College telephone system, or in person.

2. The Business Office will process refunds, if applicable.

3. Drop/adds are only processed during the first five days of the term for classes that begin within the first ten days of the term. Drop/add dates for late start classes are set on a course-by-course basis. This information is available in the Office of Records and Registration. In order for a student's enrollment to count for funding purposes, all drops and adds must be processed by the system's census date. The census date is currently the 10 percent point of the class.