FALL 2015 Dropping/ Adding/ Withdrawing from Classes

DROP/ADD (Monday, August 24 -Wednesday, August 26)

You may drop and add classes online the first three days of the semester via your Banner Student Web account without academic or financial penalty. Please note that if you are trying to drop your entire schedule or the only class on your schedule, you will need to contact the Registration and Records Office at registration@athenstech.edu for assistance.

There are no refunds for withdrawing from classes after the third day of the semester. Dropping or withdrawing from a class can affect your Financial Aid Status. To determine how dropping or withdrawing from a class will affect you, please contact the Financial Aid Office, (706) 355-5009, PRIOR TO dropping or withdrawing from the class.

WITHDRAWING FROM CLASSES

Withdrawing from classes before 61% of the term

You may withdraw from classes via your Banner Student Web account through midterm. Please note that if you are trying to drop your entire schedule or the only class on your schedule, you will need to come to the Registration and Records Office for assistance. If you cannot access your Banner Student Web account or need to drop your entire schedule, send an e-mail from your ATC student e-mail account to registration@athenstech.edu and list your name, id number, and class(es) from which you wish to withdraw.

There are no refunds for withdrawing from classes after the third day of the semester. Dropping or withdrawing from a class can affect your Financial Aid Status. To determine how dropping or withdrawing from a class will affect you, please contact the Financial Aid Office, (706) 355-5009, PRIOR TO dropping or withdrawing from the class.

Withdrawing from classes after 61% of the term

In order to withdraw from classes after the midpoint, students must obtain a withdrawal form from the Registration and Records Office. Students must take the withdrawal form to their instructors to obtain their signatures and a grade of WP (withdrawal passing) or WF (withdrawal failing). The form must then be returned before the last day of class to the Registration and Records Office in Athens or Student Development Services in Elberton, Monroe, or Greensboro. If you cannot access your Banner Student Web account or need to drop your entire schedule, send an e-mail from your ATC student e-mail account to your instructor and copy registration@athenstech.edu and list your name, id number, and class(es) from which you wish to withdraw. Your instructor will respond with a grade of WP or WF for the term.

To withdraw from **online classes** after midterm, students must e-mail their instructors through the e-mail programs/addresses they normally use to participate in online courses to notify instructors that they want to withdraw. Instructors will assign grades of either WP or WF by notifying students through their ANGEL accounts of the assigned grade and forwarding the students' original e-mails requesting the withdrawal and information on the students' grades to the registration@athenstech.edu. Students who are taking both face-to-face and online courses during any given semester must obtain a withdrawal form from the Registration and Records Office. Students must take the withdrawal form to their instructors to obtain their signatures.

There are no refunds for withdrawing from classes after the third day of the semester. Dropping or withdrawing from a class can affect your Financial Aid Status. To determine how dropping or withdrawing from a class will affect you, please contact the Financial Aid Office, (706) 355-5009, PRIOR TO dropping or withdrawing from the class.

Withdrawal forms/e-mails will not be accepted by the Registration and Records Office after 4;00pm on the last day of class for the term you are in.