

Add/Drop Academic Policy

Date Issued: Fall 2014
Issued By: Registrar's Office
Contact: Registrar's Office, 814-393-2229

Purpose:

This policy is to describe the process and procedure for making an adjustment to an academic course schedule.

Policy:

Class schedules may be changed during the add/drop period. Courses may be added during the first week of classes during the Fall and Spring semesters. For a list of exact dates and deadlines for adding and dropping a course for all terms, please refer to the 'Calendars' link on the Registrar's Office webpage at: <http://www.clarion.edu/registrar/calendar>

A student seeking admission to a closed section should consult with the instructor or chairperson of the department that offers the course. Admission to a closed section requires the permission of the instructor or department chair and/or the dean of the college that offers the course.

Procedure:

- a. Students may make changes to their schedule through their MyClarion account.
- b. For instructions please refer to : MyClarion - For Students <http://www.clarion.edu/about-clarion/computing-services/myclarion/myclarion-login-info-students.html>