Academic Policy:

ADD/DROP

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

B. 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.

C. Procedures:
   a. Students may make changes to their schedule through their MyClarion account.
   b. For instructions please refer to: MyClarion - For Students