



How to Add and Drop Classes during the Fall 2021 Semester

Instructions:

- Step 1: **Student sends an email** to his/her academic advisor and the class's instructor. The email should mention the class being added/dropped and the reason why.
- Step 2: **Academic advisor and course instructor review** the request. If further conversation is needed, then the advisor or instructor will reply to the student.
- Step 3: When the request is approved, then the **Academic advisor** will forward the request to the Office of Records (records@covenant.edu).
- Step 4: **Office of Records staff** review the request. As long as everything is in order, they will make the change to the student's registration.
- Step 5: **Student** should login to his/her [Banner](#) account to confirm that the desired change has been made.

Students dropping below 12 credit hours must include the following offices on the email they send requesting to drop:

- o Financial Aid (financialaid@covenant.edu)
- o Housing (studentdevelopment@covenant.edu)
- o Athletics (john.hirte@covenant.edu)

These offices will advise the student about any effects of changing to part-time status.

Schedule for adding and dropping classes	
Up to September 1	Students can add and drop classes with no fee. After August 25 there is a \$20 fee for each change.
September 2-8	Students can add and drop classes. September 8 is the last day to add a class. September 8 is the last day to drop a class and avoid a "W" grade. \$20 fee applies.
September 9-October 29	Can't add classes*. Students can drop classes. Each dropped class results in a "W" grade being recorded on the student's academic transcript. \$20 fee applies. *one exception: students can add <i>LIN 150 Intro to Linguistics</i> until October 1.
October 30-November 23	Can't add classes. Students can drop classes. Each dropped class results in either a "W" or "F" letter grade. Grade determined by course instructor. \$20 fee applies.
November 24 to the end of semester	Can't add or drop classes. Students are committed to receiving a grade in all registered classes as of Nov. 24.

IN ALL THINGS CHRIST PREEMINENT

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