6Hx19-3.13 REGISTRATION, DROP/ADD AND WITHDRAWAL DATES

The purpose of this Board Policy is to establish policy regarding the College's registration, drop/add and withdrawal dates.

The last day to register for a course(s) in each regular session without a penalty fee shall be printed in the current official College Calendar and published in the College Catalog/Student Handbook and on the official PHSC website. The dates for late registration with a penalty fee shall also be shown, as well as the last date for refund(s), and the last date to drop or add a course(s) for regular terms. Registration shall be final as of the last drop/add date, and the official registration figures for this day shall be used for state funding purposes.

For courses which begin outside the normal registration periods, the last date for registration shall be determined as follows:

1. **COLLEGE AND TECHNICAL CREDIT COURSES**

   Deadlines for registration and to add a course shall be prior to the beginning of the first-class meeting. The last date to drop a course shall be the date set in the College Calendar or the end of the day on which 10% of the prescribed instructional hours in the course occurs. No refund will be given after this point.

2. **CONTINUING EDUCATIONAL COURSES (NON-CREDIT)**

   The last day for registration, drop/add, and for refunds for a course shall be prior to the beginning of the first class meeting. No refund will be given after this point. No refund will be given for conferences, institutes, workshops, or special training programs after the published starting date.

3. **WITHDRAWAL FROM COURSES**

   The last day to withdraw from a course in each regular session shall be printed in the official College Calendar. For courses that do not begin and end on the dates established in the College Calendar, the last day to withdraw will be the day on which 70% of the instruction for the course is completed.

Rule Initially Adopted: 10/4/73

Revision Dates: 10/4/73; 7/11/74; 10/7/75; 11/19/79; 10/19/81; 9/13/82; 1/20/86; 1/25/88; 9/11/90; 11/23/93; 11/18/97; 03/09/09; 11/15/16; 11/20/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: SBE 6A-14.076

Law Implemented: FS: 1001.64(1)(2)(4)(8); 1001.65(1)(24)