Drop a Class

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Summary

Procedures for how and when students can drop a class and receiving a refund

Overview of Dropping a Class

You may drop a class through the first 10 percent point of the class before the end of the "Drop Period." If you drop a class, it won't appear on your transcript. Full or partial refunds are available, depending on when in the "Drop Period" the class is dropped. Each class has its own <u>drop and withdrawal deadlines</u>, depending on the start and end dates of the class. After the deadline has passed, you will still be able to <u>withdraw from a class</u>.

How to Drop a Class

You can <u>drop a class online in Self-Service</u> (but keep in mind that you can't <u>withdraw from classes</u> in Self-Service).

Career and College Promise (CCP) Students

Dual-enrolled high school students should contact their advisor for assistance

dropping a course. Students can find their advisor's contact information at the link below.

Career and College Promise (CCP) Programs

Students can also call (828) 398-7900 or email ccp@abtech.edu to determine who their advisor is.

Refunds for Dropped Classes

You'll receive a 100 percent refund if you drop the class before the published start-date of the class (as listed in Self-Service). The start-date of the class is not necessarily the first day of class. For example, a Tuesday/Thursday class may have a start-date of Monday, August 24, but the first day of class would be Tuesday, August 25. To get a 100 percent refund, you would need to drop the class *before* the August 24 published start-date.

A 75 percent tuition refund will be made for a class dropped on the beginning date through the <u>official 10 percent point of the term</u>. All fees are non-refundable for classes dropped on or after their start-date published in Self-Service

If you do not drop a class yourself in Self-Service but are dropped for non-attendance, you will *not* be eligible for a tuition refund. However, that class will not appear on your official transcript.

