DROP ADD POLICY

Adding Courses

1) Students may add courses during the first 7 calendar days of the term only. Students may not add a course after the first 7 days of the term except for
   a) Students who were admitted to a program of study after the term begins. They are allowed 7 calendar days after their admission date in which to register for class. The Add Course fee will not apply.

Dropping Courses

1) Students who pay tuition by the credit hour may drop a course during the first 7 calendar days of the term with a full refund of tuition. Students who pay flat rate tuition may or may not be eligible for a refund; check with your program administrator for details.
2) Students who drop a course during the first 7 calendar days of the term will not be assessed a Drop Course Fee.
3) Students who drop a course (or entire program of study if pay flat rate tuition) after the first 7 calendar days of the term will receive a refund as specified in the Tuition Refund Schedule referenced below. Students who drop a course after the first 7 calendar days of the term MUST meet with a financial aid counselor and may be subject to financial aid related penalties. See Financial Aid Policies referenced below. Students who drop a course after the first seven calendar days of the term or who switch from a graded course to an audit must receive approval from their program director or designee.
4) Students who drop a course during the first seven calendar days of the term will not receive a grade and the course will not appear on their transcript. Students who drop a course after the first seven calendar days of the term will receive a grade of W on their transcript. Students may not drop a course after 70% of the course has been completed. A grade other than W must be assigned.

Clinical Course Changes

Changes in clinical assignments/rotations during a semester are exempt from the Add/Drop policy.

Students Attending the Correct Course But Enrolled in the Wrong Course

a) Adding the correct course after the first 7 calendar days of the term will incur an Add Course Fee as outlined in the yearly Course Fee Schedule (http://www.unmc.edu/studentservices/financialaid.htm).
b) Dropping the incorrect course after the first 7 calendar days will incur a Drop Course Fee as outlined in the yearly Course Fee Schedule and will receive a refund as specified in the Tuition Refund Schedule.
c) Dropping the incorrect course will result in a WX being placed on the transcript for the dropped course as described above.
d) Students will not be allowed to correct an incorrect registration after the 70% point in a course. They will not be allowed to add the correct course or drop the incorrect course.