

Bluefield College

Add/Drop Form for Online Courses

NAME: _____ STUDENT ID: _____

PHONE #: _____ EMAIL ADDRESS: _____

Classes to be Added:

Course Number	Section	Course Title	Instructor	Date

Classes to be Dropped:

Course Number	Section	Course Title	Instructor	Date

DROP/WITHDRAWAL POLICY FOR ONLINE inSPIRE AND ONLINE GENERAL EDUCATION CLASSES

Once a student participates in an online course, it is his or her responsibility to withdraw from the college or drop a course by officially notifying the Registrar's Office. A student in an online learning cohort is enrolled for a semester (2 8-week terms) of courses. Once the census date has passed, charges will not be adjusted for dropped courses. Please note that the census date is the 4th day of the first 8-week term for inSPIRE courses, and it is the 4th day of each term for General Education online courses. Please refer to the online calendar for specific dates. Certain enrollment changes may result in reduction or complete loss of aid eligibility for the entire semester, even if those funds have been posted to the student's account. For a student who withdraws or stops participating entirely, charges and financial aid will be adjusted according to the refund policy (prorated) at that point. Once enrollment has begun, failure to continue participating in class, without official notification of withdrawal, earns a grade of "F" and will result in a withdrawal calculation (including return of financial aid funds).

Student Signature Date

Registrar Date

PLEASE NOTE: This form MUST be returned to the Registrar's Office in order to complete the process. The date that the form is received in the Registrar's Office is the Drop/Withdrawal Date.

Registrar's Office
Bluefield College 3000 College Drive Bluefield, VA 24605
Email completed form to bccentral@bluefield.edu or fax to 276-326-4356
Phone: 276-326-4550 or 276-326-4215 or 1-800-872 0175 X 4215 or X 4550