

PURGING PROCESS & NEW DROP/ADD POLICY

Purging Enrollment

Beginning January 1, 2008, the new state-wide Purging Process of no-shows and non-payers will be implemented. This process is summarized below.

- Payment for tuition and fees is due by 4:00 p.m. one business day before the first day of each quarter. Students who do not have documented Financial Aid or Third Party Pay will be dropped from all courses if payment is not received by the specified date. Students who have been purged (dropped) for non-payment must re-register for classes in the admissions office and make payment at the business office. **Late fees will be charged to all students who are purged and re-register.** Students who re-register and have not made payment by the 7th calendar day of the quarter will be purged (dropped) and will not be allowed to re-register.
- Registered students who do not show up for the first day the class meets will be “No-Showed.” Students will have to obtain written permission from the instructor to be readmitted to the class by the Registrar.

New Drop/Add Policy

Effective April 1, 2008, in keeping with the new state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College will be instituting a new Drop/Add Policy.

SPRING QUARTER 2010:

- Classes begin..... April 5
- Last day to drop a class with 100% refund and no “W” grade..... April 7
- First day to withdraw from a class with 0% refund and a “W” grade.. April 8
- Last day to add a class..... April 12

You will have the first three (3) class days of each quarter to drop any or all of the courses you are registered for. If you drop your course(s) during this period, you will receive a 100% refund of all tuition and applicable fees, will not earn a “W” grade in the class and will not have any hours counted against your financial aid eligibility. If you withdraw from any course(s) after the third instructional day of the quarter, you will not receive a refund, you will earn a “W” grade; and the credit hours will count against your financial aid eligibility. You may add a course to your schedule through the first seven (7) calendar days of the quarter. Please see the important Calendar dates above.

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