# REGISTRATION CHANGES

It is the students' responsibility to be sure that their course registration is complete and accurate. All students are encouraged to consult with their advisor and their instructors when making changes to their registrations.

Students will complete initial registration and subsequent schedule changes online via CobberNet and Banner. Full semester courses can be added through the 10th day of class and courses may be dropped through the eighth week of the semester. Shorter term classes have deadlines proportional to the length of term. See academic calendar (https://catalog.concordiacollege.edu/overview-introduction-general/academic-calendars/) for exact deadline dates. Courses added/dropped after the deadline will result in a $50 late registration fee.

If a student wishes to enroll in a class that is at its capacity, or has a prerequisite or other restriction that prevents registration, the student must contact the instructor of the course. If the instructor grants permission for the student to be added to the class, the instructor will execute an "electronic override" and the student will then be able to register for the course through Banner. Registrations with overrides of any kind are a two-step process.

In the rare circumstance when a first-time freshman needs to change the registration of their Engaged Citizenship Seminar, we ask that the student consult with their advisor first. Changes approved by the registrar will be processed in the Registrar's Office.

Full-semester courses dropped after the 10th academic day will be noted on the student academic transcript as "DR" (dropped course). Shorter terms have deadlines proportional to the length of the term.

Students with serious and prolonged illness or other serious emergencies wishing to drop a course after the deadline may appeal in writing to the Committee on Student Academic Performance and Procedures for consideration. The committee's decision of approval or denial will be communicated to the student via their Concordia email address. Supporting documentation from medical personnel, instructors and/or advisors is required. Late drops are rarely approved for reasons other than those stated above.

A student who stops attending a course without formal approval will receive a failing grade.