

# Class Registration

Illinois College has an open add-drop period of five class days at the beginning of each semester to allow students to make any necessary adjustments to their schedules. During this period, schedule changes may be made using the online system through Connect2. After the fifth class day for on-campus students, all enrollment changes must be made using the paper add-drop form which is submitted in person to the Office of the Registrar. The forms are available on Connect2 and in the Office of the Registrar.

With advisor approval, students may add courses to their schedule through the fifth class day of the semester without the instructor's approval. For on-campus students, adding a course after the fifth class day and prior to the end of the tenth class day of the semester is permissible if the course's instructor and the student's advisor sign a paper add form. Students will not be penalized for any absences that occurred prior to their enrollment in the course. They also will be allowed to complete any missed homework, quizzes, or projects, or any substitute work that the faculty member agrees to accept, from that period. However, should they choose not to make up the work, they will receive zeros or failing grades on that work.

Students who withdraw from a course prior to the end of the tenth day (or fifth day for online students) can remove the course from their schedule without a "W" appearing on their transcript. **It is the student's responsibility to ensure their enrollment is correctly listed on Connect2 by 4:30 p.m. on the tenth day (or fifth day for online) of classes.** Illinois College reserves the right to modify this policy as needed. Students will be notified of any changes via their campus email.

Note: For any changes to these dates, see the College's website.