

## Degree-seeking Students

A new student who has completed the requirements for admission (see "Admission Policies") will receive a letter of acceptance. That letter will provide information regarding the registration schedule and instructions for scheduling an appointment to register.

During the latter part of each semester, currently enrolled students may register for classes for the following semester (during the official early registration period).

Registration continues through the last Friday before the starting day of each semester. Late registration is available only during the first week of each semester. See the Casper College calendar at the beginning of this catalog for exact dates.

## Nondegree-seeking Students

Nondegree-seeking students (those who are not working toward an immediate degree or certificate) are not required to fill out a full application for admission and submit required transcripts. These students are not eligible to receive most forms of student financial aid nor are they assigned academic advisors, but may use student services staff for assistance. Students classified as "nondegree" may register and make subsequent course changes via WebAdvisor, U.S. mail, or in person in the Admissions and Student Records office.

## Course Load

The student's course load is measured in credit hours enrolled in each semester. A student enrolled for 12 or more credit hours is considered full-time, although 16 credit hours is the average course load required to complete an associate degree in the normal two-year program. Students are encouraged to take as full a course load as is compatible with their objectives, capabilities, and responsibilities.

The recommended maximum course load is 29 credit hours in any semester. Special approval is required to exceed this level and is granted only in special circumstances to students with good academic records.

## Auditing Courses

A student who wishes to enroll in a course only for informational purposes may audit the course. The auditing privilege carries full rights of class participation, but it offers no academic credit and no grade. Auditors are expected to attend class regularly. If the student satisfactorily completes the audit requirements established by the course instructor, an "audit" notation is entered on the student's permanent record. If the student does not satisfactorily complete those requirements, a "W" may be recorded.

Full tuition is charged for an audit.

A change from credit to audit in any course may be made at any time up to the deadline for withdrawal from that course with official permission from the instructor.

Students wishing to change from audit to credit in any course must have written permission from the course instructor.

## Schedule Changes

A student is officially registered for a course and can earn credit for that course only if the student's name appears on the instructor's class roster.

Additional charges may result from schedule changes or a balance due remaining after a drop or complete withdrawal. Students are advised to contact the Accounting and Financial Management Office to verify the effects of a schedule change (drop or add) or a complete withdrawal. Payment for additional charges or remaining balance is due promptly and delay may result in additional fees assessed to the student's account.

## Schedule Changes in Full Semester Courses

1. A full semester course may be added during the first week of a semester, or dropped without record during the first 10 days of the semester, by presenting a properly executed change form to the Office of Admissions and Student Records .

2. A student may withdraw from a full semester course (regardless of the grade in the course at the time of withdrawal) by presenting a properly executed change form to the Office of Admissions and Student Records until four calendar weeks after the completion of mid-term examinations. See the Casper College calendar for exact deadlines.

## Schedule Changes in Less Than Full Semester Courses

1. A change form must be presented to the Office of Admissions and Student Records requesting addition of a course before one-tenth of the instructional days in that course has elapsed.

2. The final date for withdrawal from a course is one calendar week after the middle of the course. The instructor will set and announce the actual deadline date.

## Complete Withdrawals

A student may withdraw from school with grades of "W" in all courses (regardless of the grades in the courses at the time of withdrawal) until the end of the fourth calendar week after the completion of mid-term examinations. See the Casper College calendar for exact deadlines.

Note: Should the student's schedule include a less-than-full semester course, a "W" will be recorded for such a course only if the withdrawal occurs prior to the end of the first calendar week after the middle of that course.

The procedure which must be followed to withdraw from school is as follows:

1. Obtain and complete a complete withdrawal form from the records office.
2. Obtain clearances from the Vice President of Student Services, Student Financial Assistance and the Accounting and Financial Management offices.
3. Submit the completed form to the Office of Admissions and Student Records.

The official date of a complete withdrawal is the date on which the withdrawal form is accepted by the Admissions and Student Records Office.

## Faculty Initiated Withdrawal Procedure

Faculty may request that the registrar officially withdraw a student from a specific class for nonattendance after that student has failed to attend scheduled class sessions for two consecutive weeks. An instructor may initiate this process anytime after the fourth week of the fall or spring semesters (or the second week of the summer term) and before the official last date the student would have been allowed to withdraw from the class.

After receiving a request for faculty initiated withdrawal (FIW), the registrar will notify the affected student that the instructor has requested that the student be withdrawn from the class in question. The student may elect to not be withdrawn from the class in question by responding to the registrar in person or in writing within 10 calendar days. If the student does not respond within the required time, a grade of "W" will be awarded for the class.

## Class Attendance

Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence. Nonattendance at a required class, laboratory, rehearsal, or field trip constitutes an absence. Excessive absences or tardiness may result in a lowered grade; and, at the discretion of the college administration, a student who fails to attend regularly may be asked to withdraw from college.

A record of absences is kept by each instructor. When an instructor believes that absences are affecting a student's work, the Vice President of Student Services is notified.

If a student cannot attend a class for two or more class meetings, the student should contact the Vice President of Student Services to explain the circumstances. The Vice President of Student Services will notify all instructors concerned. When field trips, athletic trips, and other trips occur, the faculty sponsor or coach provides the Vice President of Student Services a list of the participants at least three days before the group's scheduled departure from the campus so that all instructors concerned may be notified. In all cases, the authority to excuse absences rests with the instructors concerned.

Nonattendance does not constitute withdrawal from courses. Students will be responsible for charges incurred because of failure to properly drop or withdraw from courses.

## Grading System

### Unit of Credit

Normally, one semester hour represents attendance in one of the following:

1. One 50-minute period each week for one semester in a lecture recitation-type class.
2. Two to four periods each week for one semester in a laboratory or activity class.
3. A minimum of 80 hours of on-the-job training with college supervision.

## Grades and Grade Points

A — excellent	4 points
B — above average	3 points
C — average	2 points
D — below average	1 point
F — failure	0 points
I — incomplete	0 points
W — withdrawn	0 points
S — satisfactory	0 points
U — unsatisfactory	0 points
X — in progress	0 points
Audit	0 points

### Incomplete

The "I" notation is used only when the student, for reasons beyond the student's control, is unable to finish the work of the course, and in such instances only when the student would otherwise have had a passing grade. A student who has received an incomplete must arrange with the instructor for completion. The course must be completed by a date mutually agreed on by the instructor and the student, but no later than the end of the succeeding full semester (summer term excluded) unless an extension of time has been approved. If the course is not completed by this date, the "I" will be changed to an "F" grade.

### Satisfactory

The "S" grade is not assigned quality points, but credits earned with an "S" grade may count toward degree requirements, satisfactory progress requirements, and athletic or activity eligibility requirements.

The "S/U option," whereby the student may elect to receive S/U grades rather than regular letter grades, is available in certain courses. Those courses are selected by the department offering the course, and are identified as "S/U option" courses in the catalog course description.

The student must formally elect this option at registration or at any time up to the deadline for withdrawal from the course, with official permission from the instructor.

### In Progress

The "X" notation is used in open-ended courses in which the