

# CHANGES IN REGISTRATION AND ENROLLMENT STATUS

## Changes to Course Registration Policies

A number of policies that govern changes to course registration are explained on the tabs of this policy page. It is recommended that students carefully review this information, as well as the policies on Course Registration (<https://docs.lclark.edu/undergraduate/policiesprocedures/courseregistration/>).

## Adding Courses in Fall or Spring Semesters

Students may add courses online via WebAdvisor/Self-Service (<https://webadvisor.lclark.edu/>) during the first two weeks of the semester by first obtaining the permission of the instructor. Students are not permitted to add courses after the second week of the semester.\*

Any student seeking to change sections of the required First-Year Seminar courses, Words and Numbers (<https://college.lclark.edu/programs/first-year-seminar/>), must have the approval of the director of general education or designee. Changes are approved only in cases of extenuating circumstance or special need. Changes are not permitted after the add/drop period has ended.

## Dropping Courses in Fall or Spring Semesters

Before the end of the second week of the semester, students may drop courses online via WebAdvisor/Self-Service.

## Withdrawing From Courses in Fall or Spring Semesters

After the add/drop period has ended, students may use a course withdrawal form (available from the Office of the Registrar) to withdraw from individual courses up until the end of the 10th week of the semester. Note that for any courses that run only half the semester (the first eight or nine weeks of the semester), the deadline to withdraw is the end of the sixth week of the semester.

Any withdrawal that takes place after the second week is recorded on the student's transcript with a grade of W (withdrawal). Students are not allowed to withdraw from individual courses after the 10th week of the semester, unless withdrawing from all courses. Please note that students wishing to drop or withdraw from all of their classes must contact the registrar's office to withdraw from all courses. WebAdvisor/Self-Service will not permit students to drop all courses. Please see information on the Complete Withdrawal (p. 1) tab regarding a complete withdrawal during the semester.

Students may withdraw from First-Year Seminar courses only with the approval of the director of the General Education office. Without approval of the director, students may withdraw from a First-Year Seminar course only if withdrawing from all classes during the semester.

Students who need to drop all of their courses at any time after the semester has started will be considered completely withdrawn for the semester. All courses will appear on the transcript with a grade of W (withdrawal).

## Adding, Dropping, and Withdrawing From Courses in the Summer Semester (Session I and Session II)

Dates are compressed for the summer semester, and the add/drop period spans only the first two days of each summer session. For summer session courses that begin after the first day of the session, the deadline to add/drop or select the credit/no credit option is 4 p.m. on the second day of class. The withdrawal deadline is the end of the fourth week of the session. See the academic calendar (<https://docs.lclark.edu/undergraduate/academiccalendar/>).

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\*At the request of the instructor, students may be allowed to switch sections of the same course through the third week for the following courses only: lab sections of a lab course, the lecture section of CHEM 110, music performance lessons, or levels within the same private music lesson instrument.

## Complete Withdrawal During the Semester

If a student needs to withdraw from all courses due to an emergency or medical situation, the student must meet with the registrar to complete the form. This meeting should be in person if circumstances allow. Please see the information on the Leave of Absence or Withdrawal (<https://docs.lclark.edu/undergraduate/policiesprocedures/leave/>) page. The deadline for withdrawal from all courses is 4 p.m. on the last day of instruction (before final exams) for the semester.

## Leave of Absence

Students who plan to leave Lewis & Clark for a period of one or two semesters must apply for a leave of absence. The filing deadline for a leave beginning in the spring semester is November 1, or April 1 for a leave beginning in the fall semester.

Please see the information on the Leave of Absence or Withdrawal (<https://docs.lclark.edu/undergraduate/policiesprocedures/leave/>) page.

## Reenrolling at Lewis & Clark

Prior to the registration period for the following semester, the Office of the Registrar will contact all students, via their Lewis & Clark email accounts, regarding upcoming registration periods. Students returning from leave must meet all regular deadlines for registration, housing reservations, financial aid applications, and similar matters. Students are also required to contact their faculty advisor prior to registration in order to obtain approval for registration, and must meet with their faculty advisor in person when they return to campus. Students register online using WebAdvisor/Self-Service (<https://webadvisor.lclark.edu/>) during the regular on-campus registration period.

Students who have withdrawn during the fall or spring semester will complete a reentry process managed by the Leaves and Reentries Committee. This process is designed to ensure students are prepared for holistic success upon their return to Lewis & Clark. Because of limited resources in the summer, students returning through this process will only be eligible to return in fall or spring semester, not summer semester. Prior to reenrollment, students must demonstrate their ability to meet the following benchmarks for success:

- Effective communication with committee members about the conditions that lead to the withdrawal/leave.
- Effective planning and demonstrated progress to mitigate any conditions that contributed to the withdrawal/leave.
- Academic planning, including a graduation plan and coursework for the semester in which they plan to return.

- Resources in which the student plans to engage in order to support success. This will include a planned frequency and demonstrated progress toward establishing appropriate partnerships.

Students who do not meet criteria, as judged by the committee, at least 30 days before the first day of classes will be placed on administrative leave for the subsequent semester, if eligible, and will be dropped from any classes for which they are registered. Students ineligible for an additional semester of leave can otherwise apply for readmission at a later date.

Please see the information on the Leave of Absence or Withdrawal (<https://docs.lclark.edu/undergraduate/policiesprocedures/leave/>) page.

### **Permanent Withdrawal**

Students who withdraw from Lewis & Clark and who do not intend to return are expected to complete a permanent withdrawal form. Students who fail to follow these procedures may not be withdrawn from their courses, may receive failing grades, and may become ineligible to re-enroll or to transfer to another institution. See the Office of the Registrar (<http://college.lclark.edu/offices/registrar/>) to initiate a permanent withdrawal process.

Please see the information on the Leave of Absence or Withdrawal (<https://docs.lclark.edu/undergraduate/policiesprocedures/leave/>) page.

### **Readmission**

Students who want to return to Lewis & Clark after having left without taking an official leave of absence, or whose leave has expired, must apply for readmission. Readmission applications must be submitted at least 30 days before the beginning of the semester, and earlier is recommended. Information concerning readmission, including application materials and procedures, is available in the Office of the Registrar. Readmitted students are subject to Lewis & Clark requirements in effect during the year of their return.

Please see the information on the Leave of Absence or Withdrawal (<https://docs.lclark.edu/undergraduate/policiesprocedures/leave/>) page.