



How to Drop a Class During the Fall 2020 Semester

For the Fall 2020 semester, emails are being used instead of the usual paper Schedule Change Forms. This is in effort to reduce the amount of person-to-person contact.

Instructions:

- Step 1: **Student** sends an email from his/her Covenant email account to his/her academic advisor and the class's instructor. The email should mention the class being dropped and the reason(s) why.
- Step 2: **Academic advisor** reviews the request. The advisor will reply to the student if further conversation is needed.
- Step 3: **Academic advisor** then forwards the request to the Office of Records (records@covenant.edu) once any necessary advising has happened.
- Step 4: **Office of Records staff** reviews the request. Assuming everything is in order, they will make the change(s) to the student's registration.
- Step 5: **Student** should login to his/her [Banner](#) account to confirm that the schedule change has been made as desired.

Things to keep in mind:

- **Schedule for adding and dropping classes:**
 - **Before semester through August 25:** Students can add and drop classes with no fee. After August 25 there is a \$20 fee for each change.
 - **August 26-September 1:** Students can add and drop classes. September 1 is the last day to add a class. September 1 is the last day to drop a class and avoid a "W" grade. \$20 fee applies.
 - **September 2-October 15:** Can't add classes. Students can drop classes. Each dropped class results in a "W" grade being recorded on the student's academic transcript. \$20 fee applies.
 - **October 16-November 3:** Can't add classes. Students can drop classes. Each dropped class results in either a "W" or "F" letter grade. Grade determined by course instructor. \$20 fee applies.
 - **November 4 and beyond:** Can't add nor drop classes. Students are committed to receiving a grade in all registered classes as of Nov. 4.
- **Full-time student status:** Students dropping below 12 credit hours must include the following offices on the email requesting to drop:
 - **Financial Aid (financialaid@covenant.edu)**
 - **Housing (studentdevelopment@covenant.edu)**
 - **Athletics (john.hirte@covenant.edu)**

The goal of this extra step is to make sure the student has all information needed to make a wise, well-informed choice.

IN ALL THINGS CHRIST PREEMINENT

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