



A REGISTRATION APPEAL form must be used for any course drop or withdrawal that is requested outside of published drop and withdrawal periods.

Address all inquiries about when to use of this form to [registrar@css.edu](mailto:registrar@css.edu). To serve you better, please include the following summary information:

- Student name/ID
- Date student requested action
- Semester/Course/CRN related to request
- Date student last attended class
- Other circumstances related to the inquiry

**Excerpt: Changing registration from college catalog:**

Students may drop a course during the first two weeks of a semester without that drop being officially recorded. However, the instructor and the advisor must sign all drops after the third day of the term. Through the ninth week, students may withdraw from individual courses, but a grade of W will be entered on the students' records. No drops or withdrawals are permitted after the ninth week of a semester unless there are circumstances beyond the control of the student that prevented an earlier, timely drop or withdrawal. In no circumstances will drops or withdrawals be permitted after the close of the fiscal period in which the course was held. Drop and withdrawal deadlines for courses that begin or end on nonstandard dates will be set by the Registrar, but the drop and withdrawal intervals will be proportional to intervals for a full academic semester.

Once registered for a semester, students may add additional courses to their enrollment until the end of the second week, with instructor permission. No adds will be permitted after the second week. Students who are registered for a class but who do not attend the class by the end of the second week, will be dropped from the class list.

The forms to be completed for dropping, withdrawing from, or adding classes are available in the OneStop Student Services Office.