Students who enroll at the College of St. Scholastica (the College) become obligated to pay for tuition, fees, and other charges at the time of course registration. Students shall comply with the terms outlined in the Full Payment Plan unless they are enrolled in one of the College’s optional payment plans. You can view the entire Payment Agreement and Disclosure Statement at go.css.edu/paymentdisclosure

You will NOT receive a copy of this form after processing. Please check your OneStop page for changes.

1. Drops (without record) are permitted during the first two weeks of a term; see official College calendar for exact deadline. During the third through ninth week courses will be noted on the transcript with a grade signifying withdrawal. Withdrawals after the ninth week are not permitted except in the case of documented extenuating circumstances.

2. Changes from credit to audit and audit to credit status are permitted only during the first two weeks of a term. Audits are allowed in the Fall and Spring term only. (Place AU in credit column to signify audit.)

3. You must include the CRN. List all lab and lecture sections on separate lines. Use additional forms if necessary.

4. Advisor signature is required for all changes. Instructors’ signatures are required for changes occurring after the third day of the term. In the case of drops (withdrawals), the last date of attendance is to be determined by the instructor and written in the appropriate area.

5. In case of a drop or withdrawal, if the last date of attendance is not provided, the effective date will be the date of receipt by the Registrar.

6. Complete withdrawal from the College requires terminating formal registration in the Dean of Students Office (T2145).

7. Students are responsible for all tuition and fees incurred while enrolled.

8. Changes become effective only upon receipt of this notice in the OneStop Office (T1130).