

Definitions and Terms

Applying refers to the stage when a student fills out the application for admissions or applies to the college.

Registering or **Enrolling** refers to the process of being entered into courses.

Withdrawing from a class happens when a student initiates the administrative process of removing himself/herself from the class prior to grades being recorded.

Dropping means that a student has had his or her class removed from the official records so that it will not appear on the transcript. There are only two cases where students are officially dropped from a course. The first is if students remove themselves from the class prior to the first day of classes. The second is when the instructor reports that a student has never attended the class.

Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit. A grade of (AU) will be recorded on the student's transcript.

A **"WE"** grade indicates a student was administratively withdrawn from class because of excessive absences.

Canceling a class is when there are not enough students to financially justify teaching the class and all students are administratively dropped from the class.