



Changing Your Path

at Cambridge College

Students have the opportunity to change their course registration, change their programs or change their enrollment status at the College. We recommend students meet with academic advisors first to learn about the academic and administrative procedures needed to complete a new education plan.

Changing your course registration within the current term is an online process (MyCC) before the Add-Drop deadline. After the deadline, you must submit a paper form and may be liable for tuition costs. In either case, adding or dropping courses may impact your financial aid. Keeping the College informed of your decisions will help us support you on your education path. When thinking about program changes, or taking a leave of absence, seek advising: it is the academic advisors, the financial aid staff and Registrar's Office that will make changing your path at Cambridge College a successful endeavor.

Changing Your Course Registration

See also <https://mycc.cambridgecollege.edu/ics/Resources>

How to DROP Courses

BEFORE the add/drop deadline (see Academic Calendar) log in to the MyCC web portal and click on the Student Registration tab; click on Add/Drop courses.

AFTER the add/drop deadline and BEFORE course has started, submit a paper [add/drop form](#) to the Registrar; obtain all required signatures: bursar, financial aid director, dean/regional center director.

AFTER the course has started, submit a paper [course withdrawal form](#) to the Registrar.

The forms are available in the Registrar's Office and at www.cambridgecollege.edu/students/forms.cfm/.

No verbal or telephone "drops" are accepted.

Tuition

If a course is correctly dropped as described above, students may receive tuition credit (see Tuition and Payment).

Grade for a Dropped Course

If the course is correctly dropped online, the course is "dropped" from your student record. If notification is received after the Add/Drop deadline, the course appears on your student record with a grade of *Withdrawn* (WD). If the Registrar's Office is not officially informed of the drop **in a timely manner**, a grade of *No Show* (NS) will be issued.

How to Add Courses You may register for additional courses up to the first class session, if space is available and department policies are followed. Use paper Add/Drop form, and obtain all required signatures: instructor if course is full, bursar, financial aid director, dean/regional center director.

Program Changes and Policies

Change of Program or Major

Students who wish to change programs or majors, while still remaining in the same degree program, must complete the change of program form from the Registrar's Office and obtain all required signatures, including their advisor/program coordinators from their previous program and the new program. For example, students who wish to change from a master of management to a master of education need to complete the change of major form in order to change graduate programs. They do not need to reapply using the admissions application.

Students should consider a change of program carefully and explore the financial and academic implications.

- Meet with your current academic advisor, the director/coordinator of your new program, and the department program director to discuss the change and get approval.
- Different programs may require additional courses, time, effort, and expense.
- Transfer credits accepted may differ. Financial aid rules and awards may differ.

Note: all students receiving financial aid must see a Financial Aid Officer before making any programmatic change, or any changes in the total number of credits taken in a term.

Students who do not receive financial aid are encouraged to meet with the Bursar to address financial implications of their change. If the completed form is received by the Dean of the student's school before the add/drop deadline, the change takes effect in the current term. Changes completed later in the term take effect in the following term.

Leave of Absence or Withdrawal

Current students who do not wish to enroll in the next term must visit the Registrar's Office to complete the Leave of Absence/Withdrawal form.

A student who finds it necessary to withdraw or take a leave of absence must:

- Discuss it with the seminar leader/academic advisor, and
- Submit an official leave of absence/withdrawal form (available on the website; MyCC Web Portal) to the Registrar. Then the leave of absence or withdrawal will be indicated on the student's official transcript. The **leave of absence/withdrawal form must be submitted to the Registrar in order to receive any reduction in tuition liability** and to inform lending institutions of the change in enrollment status.

A student who drops out of the College and/or individual courses and does not submit the leave of absence/withdrawal form or add/drop form will receive a grade of No Show, and no reduction of tuition liability.

A student who has received a federal loan must complete federally mandated exit counseling prior to leaving (see Financial Aid).

Returning Students **Students who complete courses**, withdraw or go on leave of absence, then wish to return:

- If more than five years, the student needs to reapply with all materials through the admissions office.
- If five years or less, students need to complete the Reinstatement form through the Registrar's Office, and obtain all of the required signatures to certify they are in good academic and financial standing.

Reinstatement — Students who withdraw anytime after their initial registration, even during add/drop, then wish to return:

- If more than five years ago, students need to reapply through admissions office. Current program requirements and transfer credit policies will apply.
- If five years or less, students need to complete the Reinstatement form through the registrar's office, and obtain all of the required signatures to certify they are in good academic and financial standing.

Completion of ILP, ARP—Students who return to complete their final projects and graduate. These students have to complete the Reinstatement form through the Registrar's Office, and obtain all of the required signatures to verify that the student is in good academic and financial standing.

New Degree — Students who wish to complete a degree (certificate, bachelors, master's, CAGS or EdD) different from their current or past degree must reapply through the admissions office, indicating the new degree on their admissions application and submitting all application materials.

