



**NESTOP**  
*Find your answers.*

## HOW TO understand the difference between Drop and Withdraw

If you are new to college or even if you're not, some of the registration terms that are a huge part of your college experience can be difficult to understand. "Drop" and "Withdraw" are terms you may hear interchangeably during your time in college. These words become important when you are struggling with classes in different ways. Here is a way the OneStop Center is helping students understand the difference between "dropping a course" and "withdrawing from a course."

### DROPPING A COURSE means:

- That you are removing a course you registered for from your class list and it will not appear on your transcript.
- The fact that you registered for this course is not documented anywhere on your record; it essentially disappears.

### WHEN YOU CAN DROP

The timing of when you drop a class is very critical. You are able to drop a course:

- any time before the class start date
- during the free "Add/Drop" period at the beginning of a semester (typically the first five (5) days of the semester)
- if it begins after the "Add/Drop" period, by doing so online through the close of business (11:59 PM) on the day after the first class meets

### WHAT HAPPENS WHEN YOU DROP

- During the "Add/Drop" period, a drop will result in a full refund of tuition and fees.
  - If Direct Deposit is setup, students will see a reversal of the charge from their account, and money returned to card/account. Otherwise, refund checks will be issued within 15 calendar days of the drop.

### WHAT HAPPENS IF YOU DON'T DROP

- Not attending class is not an official drop of the class. The college needs to know that you do not intend on attending the course. If you don't officially drop the class, you are responsible for all tuition and fees.

### DROPS & REFUNDS

- Courses starting the first week of the term: if dropped during the first 5 days (during Add/Drop period), students will receive 100% refund of tuition and fees
- Courses starting after the fifth day of the term, will have refunds occurring on the following basis:
  - 100% refund if dropped before scheduled start date
  - 100% refund if dropped by the end of the business day (by 11:59 PM) following the start date of the course
  - NO REFUND if dropped after the 100% refund period

### WITHDRAWING A COURSE means:

- That you are removing a course from your class list after the Add/Drop period has ended.
- an official notification to the college that you will no longer be attending the course.
- The course will remain on the transcript and a “W” will appear in place of a grade.
  - A “W” does not affect GPA; however, it does affect a student’s completion rate and may lead to academic warning or suspension.

### WHEN CAN YOU WITHDRAW

- Any time after the Add/Drop period of the term or for the course
- You may withdraw from a course on or before 80% of the days in the semester have passed
- If the course is shorter than the semester, the 80% date is determined by the number of instructional days for the course

### WHAT HAPPENS WHEN YOU WITHDRAW

- You will receive a “W” on your transcript in place of a grade
- If you fall below 66.67% completion rate, you may be placed on academic warning or suspension
  - If this is a possibility for the student, an appointment with a counselor is required
- A withdraw may cause financial aid to recalculate based on the lower number of credits
  - This may result in the student owing back a portion of their financial aid award

### WHAT HAPPENS WHEN YOU DON'T WITHDRAW

- You will have to pay for the course
- You will have to take the grade earned
- Not withdrawing from a course that you are not successful in will affect your GPA
- Not attending a course does not qualify as a withdrawal

### WITHDRAWS & REFUNDS

- Possible tuition refund may occur or possible recalculation of financial aid with a balance owed
  - If you have financial aid for the term, please contact the FA office for advice before you move forward with the withdraw
- Refunds are not guaranteed. If there are extenuating circumstances for a withdraw, a student appeal for a tuition refund may be possible. Check with the OneStop Center or a Student Success Advisor for assistance.

### HOW TO KNOW WHEN YOU CAN DROP OR WITHDRAW

To find the drop date for a course, click on the name of the course (hyperlink) in the course schedule or under Review My Plan in eServices. Keep in mind that some courses that are short-term may have a different date range for add/drop/withdrawal. Please consult with a Student Success Advisor or OneStop Navigator if you have questions.

Below are examples of course listings and the noted days for drops and withdraws:

#### FULL SEMESTER COURSE – MEETS ONCE A WEEK ON CAMPUS

			000869	ENGL	2125	02	Technical Writing	08/25 - 12/15		1:00pm - 3:50pm	3.0	Open	Instructor, Pending	
--	--	--	--------	------	------	----	-------------------	---------------	--	-----------------	-----	------	---------------------	--

#### Add/Drop/Withdraw

Full refund is available until August 26, 2022, 11:59PM CST.

The last day to add this course is August 28, 2022. The last day to drop this course is August 28, 2022.

The last day to withdraw from this course is November 30, 2022.

This is a full semester course that meets once a week. The start day is **August 25**. The last day to add the course is **August 28**. The last day to drop is **August 28**. The last day to withdraw is **November 30**.

## HALF-SEMESTER COURSE – MEETS TWICE A WEEK ON CAMPUS

		000852	ENGL	0921	04	Applied Reading Techniques	10/20 - 12/17	T,Th	1:00pm - 3:50pm	3.0	Open	Schindler, Kenneth	Blended/Hybrid	
--	--	--------	------	------	----	----------------------------	---------------	------	-----------------	-----	------	--------------------	----------------	--

### Add/Drop/Withdraw

Full refund is available until October 21, 2022, 11:59PM CST.

The last day to add this course is 0 business day(s) after October 20, 2022. The last day to drop this course is 1 business day(s) after October 20, 2022.

The last day to withdraw from this course is December 8, 2022.

This is a half-semester course that meets twice a week on campus. The start day is **October 20**. The last day to **add** the course is **October 20**. The last day to **drop** is **October 20**. The last day to **withdraw** is **December 8**.

## SHORT-TERM TECHNICAL COURSE – MEETS FOUR DAY A WEEK FOR 3 WEEKS

		000307	HVAC	1000	41	Electrical Circuits	09/08 - 09/28 09/08 - 09/28	M,T,W,Th M,T,W,Th	3:00pm - 8:50pm 5:00pm - 6:50pm	3.0	Full	Murphy, Chad Murphy, Chad	
--	--	--------	------	------	----	---------------------	--------------------------------	----------------------	------------------------------------	-----	------	------------------------------	--

### Add/Drop/Withdraw

Full refund is available until September 9, 2022, 11:59PM CST.

The last day to add this course is 0 business day(s) after September 8, 2022. The last day to drop this course is 1 business day(s) after September 8, 2022.

The last day to withdraw from this course is September 23, 2022.

This is a short-term technical course that meets four days a week on campus for approximately 3 weeks. The start day is **September 8**. The last day to **add** the course is **September 8**. The last day to **drop** is **September 8**. The last day to **withdraw** is **September 23**.

## HOW TO DROP/WITHDRAW

- 1) To drop the course, you must log into your eServices account (with StarID and StarID password). Click on **View/Modify Schedule** and then **click the black "x"** next to the pencil icon on the course that you want to drop.

### View / Modify Schedule

Advisor: None

Major: None

Fall 2021 **Spring 2022**

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc	
	001292	ENGL	0901 01	Reading Techniques	01/11/2022 - 03/03/2022	M,W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael	3.0	Normal		
Course Notes:		Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.											

- 2) The next screen will prompt the student to enter the **StarID password** to accept any academic and financial obligations of this action.

[View/Modify Schedule](#)

**Semester: Spring 2022**

By verifying your password, you are accepting any financial obligations incurred as a result of this transaction.

If you are attempting to drop after the drop date you will get a grade of 'W'.

Enter your password:  **Drop Course**

ID #	Subj #	Sec	Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc	
	000292	ENGL	0901 01	Reading Techniques	01/11/2022 - 03/03/2022	M,W	9:00am - 11:50am	Brooklyn Park D175	Larson, Michael	3.0	Normal		
Course Notes:		Students who want to register for both ENGL 0901 and ENGL 0921 at the same time must see an advisor.											

- 3) You should see a “Successful Drop” message at the top of the registration window. When you return to View/Modify Schedule, you will not see the course listed at all. If you still see the course as registered, you may not be eligible to make a change to your schedule or the day may not allow for the change. Please see a Student Success Advisor or OneStop Navigator for assistance

**Drop Course Results for Hennepin Technical College, Spring 2022:**

**Credit Courses**

Drop Course Successful											
ID #	Subj #	Sec #	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc
000292	ENGL	0901	01 Reading Techniques	01/11 - 03/03	M W	9:00am - 11:50am	3.0		Larson, Michael	Blended/Hybrid	📍

[View/Modify Schedule](#)

Visit [Bills and Payment](#) to arrange payment.

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <https://www.hennepintech.edu/finance-operations/payment/tuition-and-fees.html> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

**International Students:** full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.

- 4) It is normally very easy to add/drop courses on your schedule, but remember that there are implications that are easy to overlook after the fact. Make sure you are making a decision that works best for you. If needed, schedule an appointment with a Student Success Advisor or a Counselor to assist with your decision. If you need help or have questions on the process, please contact OneStop Center for assistance at [onestop@hennepintech.edu](mailto:onestop@hennepintech.edu).