

Add/Drop Policy



Add/Drop Policy

The add/drop period is the time at the beginning of the quarter when students can enroll, change, or drop courses without penalty. Pierce Mortuary Colleges offer students the opportunity to add or drop a course through the first seven (7) calendar days of the quarter. In extenuating circumstances, the Dean can approve exceptions to the policy in the first fourteen (14) calendar days of the term/quarter.

For students who add or drop a course(s), tuition will be billed or refunded in accordance with the Tuition & Fees, Cancellation, and Refund policies.

Dropping or adding course(s) may impact a student's financial aid eligibility. A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds. It is a student's responsibility to discuss the impacts on financial aid eligibility with the financial aid team prior to submitting the request to add or drop a course(s).

To add or drop a course(s), a student consults with the Registrar's Office for current processes and procedures and completes all necessary steps before the deadline stated above. Failure to attend class does not constitute dropping a course.

*The add/drop period may be adjusted due to holidays, inclement weather, or other mitigating or unforeseen circumstances.