

All currently enrolled students are eligible to participate in Advising /Early Registration. Students are strongly encouraged to register during this phase. Students will be notified via their [Darton email account](#) with more details approximately one week prior to the beginning of Advising/Early Registration. Students must first meet with their advisor to go over their program of study and detail their courses for the next semester. Once this has been determined, the web hold is temporarily lifted so the student can web register. More detailed information can be found on the website at [http://www.darton.edu/current/registration\\_procedures.php](http://www.darton.edu/current/registration_procedures.php)

Readmitted students whose files are complete will be invited to register during this time as well. Invitations will be mailed to eligible students.

## **E. ADVISING/EARLY REGISTRATION**

Three weeks during each semester is designated as Advising/Early Registration week, and currently enrolled students may, at this time, register for classes for the upcoming semester. Academic advisors are available during this time to assist students with their schedules, and each currently enrolled student is strongly encouraged to seek advising/early registration. Details concerning advising/early registration and fee payment are distributed during the week of advising/early registration.

## **F. WITHDRAWAL FROM THE COLLEGE**

Should the student find it necessary to withdraw from Darton State College after completing registration, the student should contact his/her academic advisor for assistance in completing the official withdrawal form or if no academic advisor is assigned, see the division office of his/her plan of study. The completed form should be returned to the Registrar's Office for final processing. Personnel in that office will process a request for refund of fees, if applicable. For refund percentages, [see the refund schedule outlined in the catalog and semester schedule](#).

In those cases where students are withdrawn by College action for cause (non-payment of fees, returned check, disciplinary action, disruptive behavior, failure to fulfill all admissions requirements, etc.), the forms necessary for withdrawal will be initiated by the appropriate College official, and the students will be notified in writing of the action. Students withdrawn by College action as described above will automatically receive the grade of "W."

Students may withdraw from the College with a grade of "W" prior to the mid-semester date. After this time, a grade of "WF" will be recorded unless the students can provide evidence to the Vice President for Academic Affairs that there are extenuating circumstances surrounding the withdrawal.

## **G. WITHDRAWAL FROM INDIVIDUAL COURSES**

After the late registration day each semester, students withdrawing from an individual course should contact their academic advisors for assistance in completing the official drop form. No refunds are issued for dropping individual courses.

## **H. STUDENT MEDICAL WITHDRAWALS**

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs, and after consultation with the student's parents and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel; or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the student conduct code and other publications of the College.

Except in emergency situations, a student shall upon request be accorded an appropriate hearing prior to a final decision concerning his or her continued enrollment at the College.