

OFFICE OF THE REGISTRAR

How To Withdraw

Students who do not have holds may withdraw online via their [SCORE](#) account. Students with holds must fill out a withdrawal form on any one of our campuses or download the form from the [Registrar's Office Forms](#) webpage. Students must complete a Withdrawal Request to officially withdraw from classes. The official withdrawal date is the date the student submits the withdrawal form.



Students with No Holds Withdrawing Using SCORE

After Logging into [SCORE](#)

- Click on **Student Services**
- Click on **Registration**
- Click on **Add/Drop Classes**
- Select the correct term/semester
- Click on the drop down menu next to the course under the Registration window
- Click on **Web Withdrawal**
- Click on **Submit Changes** at the bottom

****Make sure the status next to the listed course says **Web Withdrawal** to confirm you are withdrawn from the course. You will receive an automatic email (sent to your student email address) giving you confirmation that the class has been withdrawn.**



Withdrawing From One Course

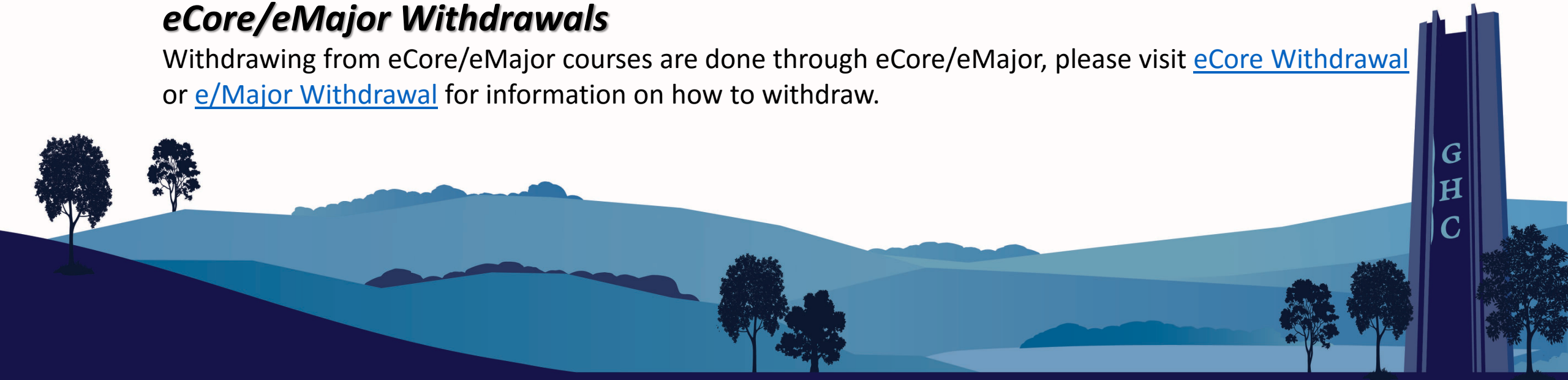
Students may drop a course during the drop/add period without penalty. During the drop/add period, fees will be adjusted. After the drop/add period ends, students may withdraw from a course until mid-term and receive a grade of “W”. The student will receive no refund for dropping a course. A drop of all classes constitutes a complete withdrawal. ([Course Withdrawal Form](#))

Withdrawing from All Courses

Student accounts will be refunded according to a graduated percentage scale beginning the second meeting day of classes. ([Withdrawal Request Form](#))

eCore/eMajor Withdrawals

Withdrawing from eCore/eMajor courses are done through eCore/eMajor, please visit [eCore Withdrawal](#) or [e/Major Withdrawal](#) for information on how to withdraw.



Hardship Withdrawals

Hardship withdrawals and grade appeals must be filed by the end of the academic semester immediately following the academic semester in which the withdrawal or appeal is requested.

In order to drop a class after mid-semester due to hardship, students must complete the “[Hardship Withdrawal](#)” form. These forms may be obtained [online](#) and in the Office of the Vice President for Academic Affairs in Rome or from a Campus Dean at any other campus. If a student does not complete the “Documentation of Your Hardship” portion of that form, or completes that portion and the hardship is not approved, the student will receive the course grade earned. If the hardship is approved, the student will receive a “W” grade. The possibility that a student will fail a course after mid-semester will not be considered a hardship.



Financial Aid Recipients

Financial Aid recipients who withdraw from all classes in a semester or who abandon classes without following proper withdrawal procedures will be obligated to repay any financial obligation remaining as a result of the reduction in aid received. Students who abandon classes will receive a grade of “F\$”.

Withdrawing for one or all of your courses can affect your Satisfactory Academic Progress (SAP) status which could result in the loss of future financial aid eligibility. If you withdraw from all of your courses, you may also be required to return a portion of your financial aid award to GHC. For questions regarding SAP please contact the Office of Financial Aid at finaid@highlands.edu or call 706-802-5000.



Schedule/Bill

Make sure you know the withdrawal dates for your classes. View your [Schedule/Bill](#), withdrawal dates are listed under the Course Dates column.



Georgia Highlands College
3175 Cedartown Highway
Rome, GA 30161



DETAILED STUDENT SCHEDULE

Statement Date: 2/5/2019

UPCOMING DATES

Spring 2019 Fee Payment Deadline: January 9, 2019

STATEMENT DATE	REFUND AMOUNT	PAYMENT DEADLINE
2/5/2019	\$430.00	01/09/2019

Term: Spring Semester 2019

CRN	COURSE	TITLE	CREDITS	DAYS	TIMES	COURSE DATES	CAMPUS	ROOM	INSTRUCTOR	M*
20840	ACCT 2101	Principles of Accounting I	3	MW	0630PM-0900PM	01/05/2019 - 02/27/2019 WD** February 6, 2019	Paulding Site	200	Akins, N J nakins@highlands.edu	Y
20841	ACCT 2102	Principles of Accounting II	3	MW	0630PM-0900PM	02/28/2019 - 04/29/2019 WD** April 8, 2019	Paulding Site	200	Akins, N J nakins@highlands.edu	N
20778	BUSA 2106	The Environment of Business	3			01/05/2019 - 04/29/2019 WD** March 11, 2019	WEB Based Course		Wright Turner, S swrightl@highlands.edu	N
20839	ECON 2106	Principles of Microeconomics	3			01/05/2019 - 04/29/2019 WD** March 11, 2019	WEB Based Course		Hambrick, J R jhambric@highlands.edu	Y

*A "Y" in this column indicates that a Joint Enrollment (JE) or minor student is enrolled in the CRN. A "N" in this column indicates that there are no JE or minor students enrolled in this CRN. Please be sure to check often as registration changes occur frequently.

**WD: Last date to withdraw from this course with a grade of W

The logo is enclosed in a dark blue rectangular border. It features the letters 'GHC' in a large, dark blue, serif font. Above and below the letters are two horizontal orange lines. Below these lines, the words 'GEORGIA HIGHLANDS COLLEGE' are written in a smaller, dark blue, serif font. Below the college name is the text 'University System of Georgia' in a dark blue, sans-serif font.

GHC

GEORGIA HIGHLANDS COLLEGE

University System of Georgia

highlands.edu

