

## FALL 2017 Registration Policies and Deadlines

**Payment Deadlines** You must arrange payment for your **BILL** by:

Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline by 8:00 am:*
11 Full term (16-weeks)	August 28, 2017	August 14, 2017
12 1 <sup>st</sup> Half (8-weeks)	August 28, 2017	August 14, 2017
1L Late Start (12-weeks)	September 25, 2017	September 11, 2017
13 2 <sup>nd</sup> Half (8-weeks)	October 23, 2017	October 9, 2017
13X Welding (13-weeks)	September 18, 2017	September 5, 2017
13H Motorcycle (13-weeks)	September 18, 2017 (begins Thu. Sept. 21)	September 5, 2017
15S Automotive (15-weeks Sept start)	September 5, 2017	August 22, 2017

\*You must make payment arrangements by 8:00 a.m. of the deadline date listed above or you **may** be dropped from the course(s). Registration after the payment deadline requires that proper payment arrangements be made when you register.

➡ Non-Credit Workshops/Courses **MUST** be paid for at the time of registration (includes Computer Booster and Mathematics Workshops).

The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice.

A one-time orientation fee of \$30.00 is charged for newly matriculated students.

**Payment Options:**

- **Full Payment** – you can make your one-time payment online!
- **NELNET automatic withdrawal PAYMENT PLAN** – set up online. Brochures available at College Services One Stop.
- **Financial Aid Deferment** – complete the form at College Services One Stop. **Financial Aid Deferments** are available to students who are awarded, have accepted aid (*all requirements satisfied*) and the aid covers the total amount owed. If the aid does not cover the full amount, either submit the full payment of the difference, or set up a **NELNET automatic withdrawal payment plan** online to cover the balance due by the deadlines stated above.
  - If your Financial Aid paperwork is incomplete by the deadline, you will need to start a **NELNET automatic withdrawal payment plan** online for the full amount owed or pay in full. The payment plan will be in effect for the duration of the term, or until your aid award is **applied to your account** and there is no remaining unpaid balance.
- Third Party **UNCONDITIONAL** promise to pay (**payable to Great Bay Community College on company letterhead or purchase order**) - subject to review and approval by the Business Office manager.

You can purchase your books online. Go to [www.greatbay.bkstr.com](http://www.greatbay.bkstr.com) to view your course material. The website lists the upcoming term four weeks prior to classes starting.

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### Refund Deadlines

- Students who officially withdraw (drop) from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. (Non-refundable fees are the advanced tuition deposit, application fee, and orientation fee.) Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the start of that shorter semester (not class) to withdraw (drop) for a full refund. If the seventh (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. ♦/♦♦

♦ **Exception:** Students in courses that meet for two weeks or fewer must drop by the end of the **first day of the class** in order to get a 100% refund.

♦♦ **Non-Credit Workshops/Courses Exception:** Students registered for Non-Credit Workshops/Courses must withdraw (drop) in writing at least **three days prior to the first session** in order to receive a full refund of tuition and fees (includes Computer Booster and Mathematics Workshops).

♦♦♦ **SIS Web Drop (no SIS Web Add)** with 100% Refund open to ALL STUDENTS up through the 100% Refund Deadlines listed. (Certain restrictions apply. Go to <http://www.ccsnh.edu/online-resources>.)

♦♦♦♦ **Financial Aid: Full-time enrollment is usually not required to maintain eligibility for financial aid. Consult with a One Stop professional if you have questions or need a consultation with a Financial Aid professional.**

**Pell Grant, SEOG, and Unique** awards are calculated based on your enrollment status and are subject to a "freeze date." After your freeze date, if you add or drop credits, your grants will not be adjusted unless you fail to attend your course(s) or fully withdraw. Financial Aid cannot pay for any course you fail to attend. If you plan to register for a combination of full term and late-start classes, you should register for **all** of your courses no later than **Thursday September 21, 2017**. This will allow you to maximize your grant funding. If you plan to register for a combination of late-start courses that begin on different dates, you should register for all of your late start courses at the same time to help maximize your grant funding.

**Loans** are not subject to the "freeze date" and will pay only if you are registered for at least 6 credits on your loan disbursement date. If you have any questions, please contact the Financial Aid Office to discuss your award status at [gbfinaid@ccsnh.edu](mailto:gbfinaid@ccsnh.edu) or call (603)427-7610.

If you are dropping a class, please use one of the following methods:

- Students may drop classes at College Services One Stop per deadlines with the Drop form [http://greatbay.edu/sites/default/files/media/Add\\_Drop\\_Form.pdf](http://greatbay.edu/sites/default/files/media/Add_Drop_Form.pdf) OR
- Students may drop classes with 100% Refund via the Student Information System (SIS) per the 100% Refund Deadlines listed. (Certain restrictions apply. Go to <http://www.ccsnh.edu/online-resources>.)

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	<u>Deadline* to ADD Without Instructor permission, If space available (See Exceptions below)</u>	<u>Deadline to DROP with 100% REFUND</u> ♦♦♦	<u>Deadline to ADD With Instructor permission, If space available (See Exceptions and Adding Classes below)</u>	<u>Deadline to DROP with "W"</u>	<u>Deadline to DROP with "WP/WF" (Instructor signature required)</u>	Dates for Bookstore purchases with financial aid (full term and late start books must be purchased together at <i>earliest</i> date)	Financial Aid Begins to Disburse (must be in at least 6 eligible credits for loans) Week of: ♦♦♦♦
11 Full term (16-weeks)	8/28-12/15	Tue. Sept. 5	Mon. Sept. 11	Fri. Sept. 15	Thu. Nov. 2	Fri. Dec. 1	Aug. 14 - Sept. 15	Mon. Sept. 25
12 1 <sup>st</sup> Half (8-weeks)	8/28-10/21	Thu. Aug. 31	Tue. Sept. 5	Fri. Sept. 8	Thu. Sept. 28	Fri. Oct. 6	Aug. 14 – Sept. 15	Mon. Sept. 25
1L Late Start (12-weeks)	9/25-12/15	Fri. Sept. 29	Mon. Oct. 2	Fri. Oct. 6	Mon. Nov. 13	Fri. Dec. 1	Sept. 11 – Oct. 6	Mon. Oct. 16
13 2 <sup>nd</sup> Half (8-weeks)	10/23-12/15	Thu. Oct. 26	Mon. Oct. 30	Fri. Nov. 3	Wed. Nov. 22	Fri. Dec. 1	Oct. 9 – Nov. 10	Mon. Nov. 20
13X Welding (13-weeks)	9/18-12/15	Fri. Sept. 22	Mon. Sept. 25	Fri. Sept. 29	Thu. Nov. 9	Fri. Dec. 1	Sept. 4 – Oct. 6	Mon. Oct. 16
13H Motorcycle (13-weeks)	9/18-12/15 (begins 9/21)	Fri. Sept. 22	Mon. Sept. 25	Fri. Sept. 29	Thu. Nov. 9	Fri. Dec. 1	Sept. 4 – Oct. 6	Mon. Oct. 16
15S Automotive (15-weeks Sept start)	9/5-12/15	Mon. Sept. 11	Mon. Sept. 18	Fri. Sept. 22	Fri. Nov. 3	Fri. Dec. 1	Aug. 14 – Sept. 15	Mon. Oct. 2

Students may add classes at College Services One Stop per deadlines with the Add Form [http://greatbay.edu/sites/default/files/media/Add\\_Drop\\_Form.pdf](http://greatbay.edu/sites/default/files/media/Add_Drop_Form.pdf)

### Adding Classes beyond these deadlines\* requires the following:

- 1) Instructor/Dept. Chair approval for that class
- 2) Space permitting
- 3) Advisor approval for prerequisites and matriculated students

### Exceptions to Add Policy:

- 1) **100% online classes:** If the semester/class has started, a student may add a 100% online class only with the permission of the instructor\* (and Advisor approval for prerequisites and matriculated students).
- 2) **Lab Classes:** If the semester has started, a student may add a class with a lab component only if the first class has not been missed. Once the first class has been missed, the student may add only with the permission of the instructor\*(and Advisor approval for prerequisites and matriculated students). Examples of lab classes are, but not limited to: lab science, computer technologies, information systems technology and drawing. Final decisions of what is considered a lab class rests with Academic Affairs.

\*The program chair or program coordinator may sign the add form if the instructor is unavailable.