

SPRING 2016 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:*
1P2 Pre semester "Winterim" (2-weeks)	Jan. 4, 2016	Dec. 21, 2015
11 Full term (15-weeks)	Jan. 19, 2016	Jan. 5, 2016
12 1 st Half (8-weeks)	Jan. 19, 2016	Jan. 5, 2016
1L Late Start (11-weeks)	Feb. 16, 2016	Feb. 2, 2016
13 2 nd Half (7-weeks)	Mar. 21, 2016	Mar. 7, 2016
1J5 ACM Five weeks Jan start	Jan. 4, 2016	Dec. 21, 2015
1J6 ACM Six weeks Jan start	Jan. 4, 2016	Dec. 21, 2015
12J ACM Twelve weeks Jan start	Jan. 4, 2016	Dec. 21, 2015
15J ACM Fifteen weeks Jan start	Jan. 4, 2016	Dec. 21, 2015
12F ACM Twelve weeks Feb start	Feb. 16, 2016	Feb. 2, 2016
1F5 ACM Five weeks Feb start	Feb. 22, 2016	Feb. 8, 2016
1F8 ACM Eight weeks Feb start	Feb. 22, 2016	Feb. 8, 2016
1A7 ACM Seven weeks Apr start	Apr. 4, 2016	Mar. 21, 2016
13W Welding (13-weeks)	Jan. 11, 2016	Dec. 28, 2015

*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 to view your course material. The website lists the upcoming term four weeks prior to classes starting.

Martin Luther King, Jr. Day January 19 – College Closed

Presidents Day February 16 – College Closed

Spring Break March 16-21 – No Classes

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Refund Deadlines

- Students who officially withdraw (drop) from the college or an individual course by the end of the fourteenth (14th) 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 (7th) or fourteenth (14th) 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:** Pell Grants may pay for less than half-time enrollment. Loans will pay only if you are in at least 6 eligible credits. If you have any questions, please contact the Financial Aid Office to discuss your award status at askgreatbay@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 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>.)

"P" Part of Term Code appears on Top Left of Student's Schedule	Term Dates	Deadline* to ADD Without Instructor permission, If space available (See Exceptions below)	Deadline to DROP with 100% REFUND ♦♦♦	Deadline to ADD With Instructor permission, If space available (See Exceptions and Adding Classes below)	Deadline to DROP with "W"	Deadline to DROP with "WP/WF" (Instructor signature required)	Financial Aid Begins to Disburse (must be in at least 6 eligible credits for loans) Week of: ♦♦♦♦
1P2 Pre semester "Winterim" (2-weeks)	1/4-1/15	End of 1 st Day of Class	End of 1 st Day of Class	End of 2 nd Day of Class	Mon. Jan. 11	Thu. Jan. 14	Mon. Feb. 15
11 Full term (15-weeks)	1/19-5/9	Mon. Jan. 25	Mon. Feb. 1	Fri. Feb. 5	Tue. Mar. 29	Mon. Apr. 25	Mon. Feb. 15
12 1 st Half (8-weeks)	1/19-3/12	Fri. Jan. 22	Mon. Jan. 25	Fri. Jan. 29	Fri. Feb. 19	Fri. Feb. 26	Mon. Feb. 15
1L Late Start (11-weeks)	2/16-5/9	Fri. Feb. 19	Mon. Feb. 22	Fri. Mar. 4	Thu. Apr. 7	Mon. Apr. 25	Mon. Mar. 14
13 2 nd Half (7-weeks)	3/21-5/9	Thu. Mar. 24	Mon. Mar. 28	Fri. Apr. 1	Mon. Apr. 18	Mon. Apr. 25	Mon. Apr. 11
1J5 ACM Five weeks Jan start	1/4-2/6	Wed. Dec. 30, 2015	Mon. Jan. 11	Fri. Jan. 15	Fri. Jan. 22	Fri. Jan. 29	Mon. Feb. 15
1J6 ACM Six weeks Jan start	1/4-2/13	Wed. Dec. 30, 2015	Mon. Jan. 11	Fri. Jan. 15	Wed. Jan. 27	Fri. Feb. 5	Mon. Feb. 15
12J ACM Twelve weeks Jan start	1/4-4/2	Wed. Dec. 30, 2015	Mon. Jan. 11	Fri. Jan. 22	Mon. Feb. 22	Fri. Mar. 11	Mon. Feb. 15
15J ACM Fifteen weeks Jan start	1/4-4/23	Wed. Dec. 30, 2015	Tue. Jan. 19	Fri. Jan. 22	Fri. Mar. 4	Fri. Apr. 8	Mon. Feb. 15
12F ACM Twelve weeks Feb start	2/16-5/14	Fri. Feb 19	Mon. Feb. 22	Fri. Mar. 4	Tue. Apr. 12	Fri. Apr. 29	Mon. Mar. 14
1F5 ACM Five weeks Feb start	2/22-4/2	Wed. Feb. 24	Mon. Feb 29	Fri. Mar. 4	Fri. Mar. 11	Fri. Mar. 25	Mon. Mar. 21
1F8 ACM Eight weeks Feb start	2/22-4/23	Thu. Feb. 25	Mon. Feb 29	Fri. Mar. 4	Thu. Mar. 31	Fri. Apr. 8	Mon. Mar. 21
1A7 ACM Seven weeks Apr start	4/4-5/21	Fri. Apr. 1	Mon. Apr. 11	Fri. Apr. 15	Mon. May 2	Fri. May 6	Mon. Apr. 18
13W Welding (13-weeks)	1/11-4/16	Mon. Jan. 11	Tue. Jan. 19	Fri. Jan. 29	Mon. Mar. 7	Fri. Apr. 1	Mon. Feb. 15

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

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.