

# COURSE ADD POLICY

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## Adding a Course

**Prior to the start of the semester and through the first week, students may add courses via the web for 12-week, 8-weeks and 3-week courses. Students must register for the entire semester by the end of the second week of the semester.** Once the second week begins, however, students can only add courses via the Course Registration Form found in Registrar Forms (<https://www.hiram.edu/academics/courses-registration/registrar/registrar-forms/>), including student and instructor signature, if needed.

**Faculty instructors are not expected to adjust course expectations for students who add a course after the course has begun, nor, in all cases, admit them to the course.**

Tuition rates are based on a class cohort of 12-18 credit hours per semester. Extra hour charges are billed for hours less than 12 or more than 18.

Students should note any course receiving a "W" or withdraw counts in total billed hours. If a student adds additional hours because of withdrawing from a course, and the added hours place the student above the tuition allotted 18 hours, the additional charges are billed the semester in which they are taken.

Students on academic probation are responsible for fulfilling the terms of probation as set forth by the Academic Review Board (<https://catalog.hiram.edu/undergraduate/academic-review-board-policies/>). If a student is unsure of the terms of probation, they should contact their advisor before making any course schedule changes.

**Registration dates and policy can be found on the registrar's web page** (<https://www.hiram.edu/academics/support-services/registrar/>).