

REGISTRATION

Students are responsible for paying tuition and fees when they enroll. The College **will not** delete any registration or drop any course for a student's failure to make payment to the College. Additionally, failure to attend any class or failure to receive a bill does not remove the student's financial responsibility. Students who do not plan to attend class(es) are responsible for officially dropping the course(s) to minimize their financial responsibility.

ONLINE ACCESS

My.DTCC.edu brings all Delaware Technical Community College services and resources together in one place for easy access, including: Student Information System (registration, student records, financial aid, and payment options); Email; and Course Information. If you have difficulty accessing My.DTCC.edu, contact the Campus Help Desk at <https://www.dtcc.edu/student-resources/learning-support/technology-info-support>.

TUITION/FEE ADJUSTMENT POLICY - COURSE DROP OR WITHDRAWAL

To receive a tuition/fee adjustment for a course drop, the student must first officially drop the course (see Course Drop/Add/Withdrawal Procedure). Students will not be charged any tuition or refundable fees (lab or technology support) for courses dropped before or during the first week of the session. Students will be responsible for 50% of the tuition and refundable fees for courses dropped during the second week of the session. After the second week, students may officially withdraw from a class, but there is no tuition/fee adjustment. Students are responsible for 100% of tuition and fees for officially withdrawn courses. For courses less than four weeks in length, there is no tuition/fee adjustment period. Students enrolled in these courses on the first day of the session are responsible for 100% of the assessed tuition and fees. The following fees are non-refundable: registration, late registration, student services, healthcare program, credit by examination, evaluation of work experience, graduation, and pass-through fees.

COURSE DROP/ADD/WITHDRAWAL PROCEDURE

To officially drop, add, or withdraw from a course, a completed drop/add form must be submitted in person to the Registrar's Office or online through Student Information System via my.dtcc.edu. Courses that are four weeks in length or longer, that are dropped during the first two weeks of the session, will not be graded or recorded on the student's transcript. After the second week, students may officially withdraw from a class. The course will be noted on the transcript with a W grade, and there is no tuition/fee adjustment. For courses less than four weeks in length, classes may only be dropped prior to the first date of the session. "W" grades do not negatively affect GPA but do negatively impact financial aid and may be viewed unfavorably by employers and transfer institutions. "U" and "F" grades negatively affect GPA and financial aid eligibility. The official drop, withdrawal, and add periods for each session are listed on the academic calendar. (<https://my.dtcc.edu/resources/academiccalendar/>). Refer to the "SESS" column on your student schedule/bill to determine which session(s) you are enrolled in. Additional information below:

	Session	Session Name	Start Session	End Session	End – 100% Tuition/Fee Adjustment	Start -50% Tuition/Fee Adjustment	End – 50% Tuition/Fee Adjustment	Start - No Tuition/Fee Adjustment	Financial Aid Book Charges
Spring 2022 202252	A	1 week	1/3/22	1/7/22	N/A	N/A	N/A	N/A	1/3 - 2/9/22 And 3/7 – 3/18/22
	1	15 weeks	1/8/22	4/30/22	1/14/22	1/15/22	1/21/22	1/22/22	
	2	1 st 7 weeks	1/8/22	2/26/22	1/14/22	1/15/22	1/21/22	1/22/22	
	3	2 nd 7 weeks	3/14/22	4/30/22	3/20/22	3/21/22	3/27/22	3/28/22	
	7	11 weeks	2/7/22	4/30/22	2/13/22	2/14/22	2/20/22	2/21/22	
	8	4 weeks	1/8/22	2/5/22	1/14/22	1/15/22	1/21/22	1/22/22	

FINANCIAL AID PREFERRED DEADLINES

Students must submit their Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa> by April 1 for the fall semester and October 1 for the spring and summer semesters. All requested documents needed to complete your financial aid file, must be submitted to the Campus Financial Aid Office by May 1 for the fall semester and November 1 for the spring and summer semesters. Students can check their financial aid status on MyDTCC at <http://go.dtcc.edu/FAPortal>.

FINANCIAL AID STUDENTS

Financial Aid offered reflects an estimate of the assistance the student may be eligible for if they meet all requirements of a particular aid program. The disbursement of financial aid is contingent upon the student's continuous enrollment and class attendance. If the student stops attending, drops, or withdraws from any course before completion, financial aid eligibility may be decreased or completely revoked according to Federal/State regulations along with Institutional policy. Students are expected to contact the Financial Aid Office prior to dropping or withdrawing from any course to verify how their aid will be affected. It is the student's responsibility to pay all remaining charges if aid is revoked from dropping, withdrawing, or failing to attend class. For those interested in utilizing student loans, students must be enrolled a minimum of six (6) eligible credits at time of disbursement. Not all courses are eligible for some aid programs.