



## Changes in Antioch University Add/Drop and Tuition Refund Schedule

As of Summer 2016, Antioch is changing our add/drop dates and the tuition refund schedule to better serve our students. This change will result in greater equity among students in terms of the consequences associated with dropping or adding classes and more closely aligns the tuition refund schedule with the course drop deadline. In addition, we want to make sure that the impact that dropping a course has on a student's Satisfactory Academic Progress (SAP) applies evenly for all University students.

To do this, we have more closely aligned the add/drop dates and deadlines with the actual start and end dates (the instructional period) of each course. This means that we will no longer have a singular date which serves as the add or drop deadline, or one date for the 100% tuition refund deadline. Instead, each course section will have deadlines based on the actual period of instruction. **However, you are still expected to register for your full schedule for the term prior to the start of the term.**

### Questions:

#### 1. Why is this change being made?

The change is being made to enable students to more closely match their registration decisions to the actual start date of the courses they are taking. This avoids situations where students may have had to drop a course before it ever met to obtain a full tuition refund.

#### 2. How will this change affect me?

You may have a longer time in which to receive a full tuition refund for courses you drop. However, it also encourages you to make registration decisions shortly after the course begins, since the tuition refund drops to 0 after the 100% refund period ends.

#### 3. So does this mean there is no longer a campus-wide add/drop date?

Yes. Your add/drop dates and your tuition refund dates are based on the specific courses you are taking in a given term, rather than applying to everyone across the board so that everyone has the same percentage of time to make registration decisions.

#### 4. How do I figure out my add/drop and tuition refund dates?

The dates are based on the actual start and end dates of each course you take. On AUView (from <https://audirect.antioch.edu>), information on the add/drop and refund dates for each section are found in the section detail screen, available from “My Class Schedule,” “Search for Sections” or “Register.”

Term	Status	Section Name and Title	Location	Meeting Information
2016 Summer Quarter	Open	<a href="#">COUN-5010-1 Competency Assessment II</a>	Antioch Univ Seattle	07/09/2016-07/09/2016 Classroom 10:00AM - 01:00PM, Sixth & Bell Bldg, Room TBA
2016 Summer Quarter	Open	<a href="#">COUN-5020-1 Competency Assessment 3</a>	Antioch Univ Seattle	08/16/2016-08/16/2016 Classroom 03:30PM - 06:30PM, Sixth & Bell Bldg, Room TBA
2016 Summer Quarter	Open	<a href="#">COUN-5040-1 Multicultural Perspectives</a>	Antioch Univ Seattle	07/01/2016-09/23/2016 Classroom 01:00PM - 04:00PM, Sixth & Bell Bldg, Room TBA

Click on the link to access a detail screen. On that screen, you’ll see information regarding the add/drop/refund schedule for that section:

Academic Level MA - Master's

Meeting Information		Faculty name	Phone	Extension	E-mail address	Instructional Method
07/01/2016-09/23/2016 Classroom Friday 01:00PM - 04:00PM, Sixth & Bell Bldg, Room TBA		Mariaimee Gonzalez, Ph.D			mgonzalez3@antioch.edu	Classroom
Section Registration Dates						
Registration Deadline:	06/30/2016					
Add Deadline:	07/18/2016					
Drop Deadline w/100% tuition refund:	07/18/2016					
Withdrawal period w/0% tuition refund:	07/19/2016 to 09/25/2016					
Requisite Courses						
COUN-5030 OR COUC-5030:	Take previously	Required				
Requisite Noncourses						

#### 5. How are the dates determined?

Dates are determined by the “instructional period” of each class, which is the period of time from the first day of the class to the last day of the class, (although they are organized into “bands” so that courses that start within several days of each other will have the same add/drop dates). Students have approximately the first 20% of that period to add and drop, and any drops during that time will generate a 100% tuition refund. Between approximately 21% - 60% of that period, dropped courses will generate no tuition refund, and will appear on the transcript with a W. After 60% of that period until the end of the course, dropped courses will generate no refund, and will appear on the transcript with a WNC. See the chart below for more detail:

Period	Time Period Start	Time Period End	Tuition Refund	Transcript Designation
<b>Add/Drop</b>	Beginning of instructional period	20% of instructional period	100% refund	Not noted
<b>Course Withdraw</b>	21% of instructional period	60% of instructional period	0% refund	W
<b>Late Course Withdrawal</b>	61% of instructional period	End of instructional period	0% refund	WNC

## 6. Does this apply to all courses?

It applies to most. There are some exceptions:

- One or two-day seminar/workshops: Your campus will have a separate schedule for adding, dropping and refunding courses such as these.
- Dropping your entire registration (term withdrawal): If you are receiving financial aid and are dropping all of your courses for the term, your tuition credit will be pro-rated based on federal guidelines regulating the repayment of federal financial aid. This schedule supersedes the course withdrawal tuition refund schedule. Please see your student services office for more detail.
- Program-specific exceptions: Certain courses may not follow these registration guidelines due to the nature of the curriculum. Registration dates will still be found in the Section Detail in AUVIEW.
- Adding courses: Not all courses may be added until the end of the add/drop period, if the instructor feels that doing so will place you too far behind. Please consult with the academic department or instructor to find out if there are restrictions on adding a specific course.

## 7. I still need some help with the drop guidelines. How would this work for me?

Let's say you're taking 2 courses in the summer quarter. One course runs 7/5 – 9/17, and one course runs 8/18 – 9/8. You could drop the first course until 7/19 with a 100% tuition refund. You could drop this course through 8/18 with no tuition refund and a W on your transcript and you could drop it 8/19 through the end of the term with no refund and a WNC on your transcript.

You could drop the second course until 8/22 with a 100% tuition refund. You could drop this course through 8/30 with no tuition refund and a W on your transcript, and you could drop it 8/31 through the end of the term with no refund and a WNC on your transcript.

	Section Dates (instructional period)	Add, drop 100% tuition refund	Course withdraw (0 tuition refund)	Late course withdrawal (0 tuition refund)
<b>Course 1</b>	7/5 – 9/17	Up to 7/19	7/20 – 8/18	8/19 – 9/17
<b>Course 2</b>	8/18 – 9/8	Up to 8/22	8/23 – 8/30	8/31 – 9/8

These dates would appear in the section detail on AUView for each section.

**8. I have more questions. Whom do I ask?**

You are welcome to contact your academic program office, your campus student services office, or the University Registrar’s Office at [registrar@antioch.edu](mailto:registrar@antioch.edu).