
ADDING/DROPPING COURSES

Adding Courses

Students may add courses online through MyBTC or in-person up until the start of the semester. Once a course begins, registration can only be processed via email or in person, and with an instructor's approval. After the first week of the course, Dean and/or Program Chair approval is required.

Dropping and Withdrawing Courses

Students are responsible for notifying the College when dropping a course. Dropping a course can impact a student's program status and completion timeline. Dropping a course may affect financial aid. If an agency or program is funding educational expenses, students may be required to have schedule changes approved by the agency or program staff. Students are responsible for all course fees not paid.

The add/drop period for a course is up until 20% of the course's potential hours of instruction have been completed. When dropping a course, students may be eligible for a refund, in accordance with the WTCS Refund Policy (details found under Refund Policy). Courses dropped in the first 10% of a course's actual hours of instruction are not listed on a student's transcript. Refunds are directly deposited to accounts established in TouchNet or a check is mailed within two weeks if no outstanding balance exists.

After the add/drop period, students are able to withdraw from a course if 20% or less of the class remains (a grade of 'W' is recorded on the student's transcript, and no tuition refund is available). Students must notify the Registration & Records Office through their Blackhawk student email account or in person to officially withdraw from their last course. Students using financial aid are highly encouraged to see the Financial Aid Office prior to withdrawing. It is also highly recommended that students meet with their Academic Advisor before withdrawing from any or all courses to review their options.

The College may administratively drop a student from a course for which course requirements have not been met (i.e. pre-requisites, co-requisites, etc.). The Instructor may administratively withdraw a student from a course if a student is identified as no longer attending.

Waitlists

If a course is full when a student attempts to add it, an error message will appear where the student can select 'waitlist' from the dropdown menu and click submit. If a spot opens in the course, the student receives an email to their @students.blackhawk.edu email address. The student has 48 hours from the time the email is sent to take action and register via MyBTC. If the 48-hour timeline is missed, the student must go through the process of getting on the waitlist again. No charges for the course will be incurred until the student is officially enrolled in the course.