

Fayetteville Technical Community College

Dear Student:

We hope that you had an enjoyable summer and welcome you back for the Fall 2010 term. Listed below is some important information that you will need to know for this term:

1. **The last day to drop a class for a 100% refund was August 13, 2010.** If you are unable to attend the classes for which you are registered, it is your responsibility to drop the classes; even if your classes are being paid for by financial aid, Child Care Solutions, MyCAA, V.A., etc. If you do not attend a class for which you are registered, you will be marked as a No Show and will be responsible for the cost of the class.
2. **The refund period for the first 8-week session is August 16 – 19.** The refund period for the 16-week session is August 16 – 25. Students dropping classes during this time will receive a 75% refund. Students dropping during the refund period who are receiving financial aid will be responsible for paying the remaining 25% balance for the classes.
3. **Schedule correction will be held August 16 – 19 in SDC 9 during the times listed:**
August 16 -- 8 a.m. until 1 p.m.
August 17 – 11:30 a.m. until 3:30 p.m.
August 18 -- 8 a.m. until 1 p.m.
August 19 – 11:30 a.m. until 3:30 p.m.
4. **Effective Fall 2010, all students will be responsible for submitting a request to be withdrawn from class(es) without faculty intervention.** Faculty will only withdraw students when there is an attendance issue.
5. **The Student Online Withdrawal Form will be available the day after the refund period through the 90% point of each session for the term (August 20 for the 1st 8-week session; August 26 for the 16-week session).** The link to the form will be sent when the withdrawal period begins.
6. **If you are unable to continue in a class and do not submit a withdrawal request, you will remain on the roster for the entire session.** The grade earned for the class will be assigned.
7. **All withdrawal requests will be processed daily in the Registration and Record Office.** If additional assistance is needed in reference to withdrawals, please contact Michael Council at councilm@faytechcc.edu.

Thank you for choosing FTCC.

Sincerely,

The Registration and Records Office/Curriculum