

Managing your Registration

Add

Drop

Withdrawal

Registration Limits

Registration Cancellation Policy

Tuition Refunds for Total Drop or Withdrawal

Last Date of Attendance, Early Withdrawal
and Return of Financial Aid

All registration (add, drop, and withdrawal) transactions are completed online at www.nhcc.edu eServices and requires your Student Tech ID and PIN. Students are encouraged to use this site to check on financial aid status and make payment of tuition and fees. Students are advised to register carefully and print a copy of all screen transactions. Students are responsible for all registration transactions.

Add

Students may add a course through the fifth business day of the term or through midnight the following business day after the first scheduled class meeting, whichever is later.

Drop

Students may drop a course through the fifth business day of the term or through midnight the following business day after the first scheduled class meeting, whichever is later. A dropped course means the course does not appear on your transcript and you receive a full refund of tuition and fees.

Withdrawal

Students may withdraw from a course after the fifth business day of the term and through the withdrawal period for the course. Refunds are not issued for partial withdrawals. Refunds are issued only for total withdrawals through the scheduled refund period. Non-attendance or non-payment does not constitute a withdrawal from class. Refer to the course schedule for course-specific withdraw dates.

A withdraw shows as a “W” on your transcript. A “W” does not affect the GPA; however, it does affect the completion rate, and therefore may jeopardize a student’s academic progress and/or financial aid.

Financial aid recipients planning to totally withdraw from the College are advised to contact the Financial Aid Office to determine the impact their total withdrawal will have on the return of financial aid.

Registration Limits

Students, with the exception of PSEO, may register for a maximum of 20 credits each Fall and Spring Semester or 12 credits in Summer Session. PSEO students may register for a maximum of 16 credits each Fall and Spring Semester. Students with a cumulative GPA of 3.0 or higher and cumulative completion rate of 80% or higher may request a waiver of these limits from a College Counselor or Academic Advisor.

Registration Cancellation Policy

Students are responsible for making payment arrangements by the payment deadline to avoid cancellation of registration. The College reserves the right to cancel registration for non-payment or non-deferment.

Registration is not dropped for:

- Students who make payment in full
- Students whose FAFSA results have been received at any MnSCU school
- Students who have documented outside party payment authorizations
- Students who have applied for a payment plan
- Students who have paid the minimum down payment requirement

Tuition Refunds for Drop or Total Withdrawal

Students who drop or totally withdraw from college have tuition and fee refunds processed according to the following schedule:

Fall and Spring Semesters

Refund Period for Full Semester Courses*	Refund Amount
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Course or courses dropped through the 5th business day of the term (courses are removed from transcript)	100%
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Total withdrawal from all courses the 6th - 10th business day of the term ("W"s on course)	75%
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Total withdrawal of all courses the 11th - 15th business day of the term ("W"s on course)	50%
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Total withdrawal of all courses the 16th - 20th business day of the term ("W"s on course)	25%
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After the 20th business day of the term ("W"s on course).....	0%
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Summer Session

Refund Period *	Refund Amount
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Course or courses dropped through the 5th business day of the term	100%
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Total withdrawal from all courses the 6th - 10th business day of the term	50%
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After the 10th business day of the term.....	0%
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**Late start, less than full semester courses, short courses, workshops or seminars must be dropped by midnight of the following business day to qualify for a full refund.*

Last Date of Attendance, Early Withdrawal, and Return of Financial Aid

NHCC is required to review the last date of attendance/participation in class for all students and the Financial Aid Office is required to calculate the return of Title IV financial aid funds for students whose last date of attendance (through the official withdraw process or continued absence in class) is prior to the 60% point of the term. The calculation determines the amount of financial aid that must be returned by the institution and the student. If a return of aid is required, the funds must be repaid to the financial aid programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Academic Competitiveness Grant and Federal SEOG. Examples of the withdrawal calculation are available upon request from the Financial Aid Office.