

## IMPORTANT REMINDERS

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+Participants must get admitted **AND** registered before the first day of class (participants should allow at least one full week - 7 days - to go through both of the processes)

+If participants get an error message they must contact our office (at [k12inservice@suu.edu](mailto:k12inservice@suu.edu)) immediately with the following information:

Full Name

Tnumber

Birthdate

Course Number (CRN)

Course Name

Which step they are in in the instructions

Screen shot of the error message

+Before ordering a transcript, it is the responsibility of the participant to make sure the course and the grade are on the transcript - AND that the grade has been calculated in the GPA - this is done by previewing the unofficial transcript that can be accessed through the SUU portal

+ The course grade will not appear until the instructor has entered grades for all students, and the grades have been rolled onto the transcript

### **DROP POLICY**

#### **ATTENTION:**

**We would like to highly encourage participants to seriously consider the following information before enrolling in one of district/educational partner courses in which SUU credit is sought. Just as with regular university courses, there are times you can drop without consequence, so it is the same with our continuing education courses. Past a certain date there are implications for you to consider. Please use the information below to weigh your options, before you consider seeking credit (register) for one of SUUs continuing education courses.**

Policy on drops:

Prior to the first day of class:

– partner/participant jointly request to be drop deleted – this does not require any approval outside of our office, this would leave no record of having taken the course and there would not be a charge

Within the first week of class (Day 1 to Day 7 of course):

– partner/participant jointly request to be drop deleted – this requires approval outside of our office; and if approved, this would leave no record of having taken the course and there would not be a charge – if not approved a “W” will be placed on the record if drop is still pursued (see blurb below)

After the first week of class (Day 8 to end of course):

-circumstances beyond the participant’s control (death, hospitalization, severe illness etc.) - we can request a drop delete - if approved, this would leave no record of having taken the course and there would not be a charge – we request that our partner vet the circumstance and write an email of support to us requesting the drop delete

-circumstances within the participant’s control (working two jobs, didn’t realize how much work was involved, and etc.) - we can do a withdrawal "W" per the request of the participant/partner - this leaves a record - the charge remains - the "W" can have implications if participant becomes a degree seeking student and seeks financial aid (see blurb below)

-the participant discontinues participating in the course - we can either have the instructor report the grade earned, or report a "UW" - a "UW" is equal to an "F" in the GPA - the "UW" can have implications if participant becomes a degree seeking student and seeks financial aid (see blurb below)

Please read very carefully:

Withdrawing with a “W” can have implications on your financial aid. The criteria for receiving financial aid (which includes scholarships, loans, and grants) are that you have a good GPA. (2.0 or higher), and that you have a good completion rate (70%). Completion rate refers to the ratio between how many courses you attempt and how many you complete. For example, if you enroll in 6 credits and you withdraw with a “W” from 3 credits, your completion rate is 3/6 credits or 50%. When your completion rate drops below 70% overall, the financial aid office will contact you about the possibility of not being eligible for financial aid. It is very important that you get more advice from the financial aid office before you withdraw with a “W” from any of your courses. When you stop participating in a course, your instructor only has two options – a) give you the grade you earned, or b) give you a “UW”. A “UW” counts as an “F” (0.00) in your GPA. This can bring down your overall GPA on your transcript.