

Important Dates for ICC Early College

ICC Early College has 3 important dates: Add, Refund, and Withdrawal. Pay close attention to these dates to ensure students enroll on time; can get a refund if they drop a class; and minimize the impact on their transcript and future financial aid.

Last date to Add a Class:

- Dual Credit courses taught at HS or Online January 19, 2018
- Strong Start/Fast Start (students studying on campus) January 15, 2018 (Jan 16 – 19 late adds must have instructor’s signature on enrollment card)
- (students may add a class on Jan 15, but our office will be closed)*

Tuition Due Date for Students enrolled in dual Credit classes at the High School or Online: January 23

(This does not include Strong Start students, who follow a regular payment schedule)

Refund and Withdrawal Dates (differ from school to school)

- Refund** Date – Last date to **Drop** a class and get a full refund
- Withdrawal** Date – Last date to **Withdraw** from a class with grade of W

How to Look up Refund and Withdrawal Dates on eServices

Student: last two columns of Class Schedule

1. Log onto ICC eServices
2. Print class schedule
3. Refund and Withdrawal dates are last two columns

Faculty: Class detail view in My Schedule

1. Log onto ICC eServices
2. On Faculty Center, My Schedule, click on Class (e.g., ENGL 110 (1234))
3. Class Detail view will display
4. Refund and Withdrawal dates are under “Additional Class Information”

Date of Withdrawal	Owe Tuition?	Grade	Effect on ICC GPA	Appears on Transcript	Could it Affect Future Financial Aid?
By Refund Date	No	None	None	No	No
After Refund Date but Before Withdrawal Date	Yes	“W”	None	Yes	Yes
After Withdrawal Date	Yes	“WF”	Calculated as an F	Yes	Yes

Procedures for Dropping a Class

Students who decide, after registering for a dual credit course, that they don’t want to take the course for college credit **must officially withdraw** from the course. To do so, a student must complete an electronic or paper enrollment card (see sample below) and have their counselor forward it to earlycollege@icc.edu.

ILLINOIS CENTRAL COLLEGE • STUDENT SERVICE CENTER
SPRING

STUDENT'S NAME: Doe, John Jacob
LAST FIRST MIDDLE
STUDENT ID#: 7654321
DATE: 1/22/2018

CLASS NUMBER	SUBJECT AREA	CATALOG NUMBER	SEM HRS	TIME FROM TO	DAYS	PURPOSE/ACTION	INSTRUCTOR	DEPARTMENT CHAIR
✓ 1234	ENGL	110	3					

STUDENT'S SIGNATURE: John Doe
ADVISOR'S SIGNATURE: Mary Smith
PHONE # (HOME): (WORK):
ENTRY DATE: _____

Required for full-time enrollment (12 hours or more)
— PLEASE COMPLETE REVERSE SIDE —