

# COURSE DROP CHECKLIST



**BEFORE YOU DROP** — Speak with your professor to determine whether you can successfully complete the course, and then determine whether you need to speak with an academic advisor, Apache Enrollment Center representative or other appropriate office listed below, based on your personal situation.

## **Financial Aid:**

Visit the Apache Enrollment Center office to talk about how dropping a class may affect your financial aid. You must complete a certain percentage of attempted classes at the end of the semester to prevent Financial Aid Suspension.

## **Scholarship:**

Students on TJC-awarded scholarships must confirm their drop by visiting the Scholarship Office, located on White Administrative Services Center 2nd Floor.

## **Athletes:**

Dropping courses can affect student-athlete eligibility at TJC; timely completion of degree requirements, transfer and eligibility for their transfer university.

## **Perkins Grant:**

Students who are receiving the Perkins Grant must remain a full-time student in order to continue their assistance with childcare, books and/or transportation reimbursement.

## **Six-Drop Rule:**

As per the Texas legislature, effective Fall 2007, Maximum Number of Courses Dropped (SB1231): Applying to students who enroll in higher education for the first time during the Fall 2007 semester or any term thereafter, a Texas institution of higher education may not permit an undergraduate student to drop a total of more than six courses in an academic career unless specific, state-allowed exceptions deemed to have “good cause” apply.

*Individuals not enrolled as full-time students may be adversely affected. For example, financial aid benefits may be reduced and extra-curricular activities may be restricted. In addition, some insurance providers require that a student be enrolled full-time in order to maintain coverage.*

## **TRiO Program:**

Students who are TRiO participants should discuss consequences of dropping course(s) with a TRiO staff member.

## **Bridge Loan or Installment Plan:**

Students should check with the Business Office in the White Administrative Services Center to make sure their account is in order.

## **Veterans Education Benefits:**

Students with VA educational benefits should discuss consequences of dropping a course with the coordinator of Veterans Affairs, located in the White Administrative Services Center.

## **Residing in Campus Housing:**

Students living in a residence hall should discuss consequences of dropping a course with the Housing Office. Residents enrolled in fewer than 12 hours must receive a waiver from housing in order to live in a residence hall.

For more information, contact the Advising Office at 903-510-3287.

[TJC.EDU/advising](http://TJC.EDU/advising)



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