### Registering for Classes

Students registering at the beginning of a semester registration period should check their student center in myWNC for their online enrollment appointment. Students can register any time after their enrollment appointment is active.

Students may add full-term courses through the first week of instruction; short-term classes may be added until the first day of class.

To add classes, students first add classes to their shopping cart in myWNC under “Enroll.” Students need to ensure they finish the enrollment process (step 3 under “Enroll” in myWNC). A message will inform students if their enrollment was successful or if an error occurred.

Students who encounter holds that prevent them from registering should review the hold information in their student center for details. Holds from other NSHE institutions will not affect enrollment or any transaction at Western Nevada College unless the hold has been placed because the student has a past due balance at another NSHE institution.

Only students who have completed the registration process may attend classes for which they have registered for. Individuals may not attend or “sit in” any class they are not officially registered in.

**Dropping Classes**

Students drop (withdraw from) classes using the “enroll” function in myWNC. Deadlines to drop classes are as follows:

Full-term classes by the Friday (or Thursday if Friday is a holiday) of the ninth week of the semester
**~~Short-term classes four weeks in length that meet two weeks or longer by the date that 60% of instruction has occurred
Short-term classes less than four weeks in length by the day before the class begins~~**

**Short-term classes that meet four weeks or longer – no later than the date that 60% of instruction has occurred.**

**Short-term classes that meet less than two weeks but more than two days – no later than the first day of class.**

**Short-term classes that meet two days or less – no later than the day before the first class.**

A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer).

Classes dropped after the refund period will remain on the student’s transcript with a grade of “W.”

Information about refunds can be found at https://www.wnc.edu/studentservices/admissions/refunds.php

Students should drop from classes by the published deadline if they are unable to attend or complete them. Students who do not withdraw themselves are subject to receive a grade issued by the instructor which could be a failing “F” grade. Courses dropped by the student after the 100% refund period will remain on a student transcript with a grade of “W.” A “W” grade does not affect grade point average but may affect financial aid and scholarship eligibility.

Some math and English classes are not eligible to be dropped. The Nevada System of Higher Education has a policy that requires all degree seeking students to be continuously enrolled in English and math until they have completed college level English and math classes. Students enrolled in these classes can switch to a different section by submitting an Even Exchange Enrollment Request form to Admissions and Records. Students with a compelling reason to drop may meet with a WNC Counselor to request permission to drop.

### Auditing A Class

Auditing a class is a process in which a student pays the fee, attends class sessions, receives all the instruction, and generally does the assignments and the work of a regularly enrolled student. However, he/she does not receive a grade or credit. The student is not required to take examinations.

**~~The last semester date to change credit/audit status for full-term classes is the end of the ninth week of classes for a 16-week semester (fall and spring) or the end of the fifth week of classes for the summer session. For courses that meet longer than 16 weeks, or less than 16 weeks but for at least two weeks, students may change credit/audit status during the first 60 percent of the class. For classes that meet for less than two weeks, students may not change their credit/audit status after the class begins. After the semester begins, students enrolling in short-term classes must use an enrollment form to change credit/audit status. Full-term classes may be changed through myWNC using the “edit” function under “enroll.”~~**

Deadlines to change to credit to audit or audit to credit are classes are as follows:

Full-term classes by the Friday (or Thursday if Friday is a holiday) of the ninth week of the semester
**Short-term classes that meet four weeks or longer – no later than the date that 60% of instruction has occurred.**

**Short-term classes that meet less than two weeks but more than two days – no later than the first day of class.**

**Short-term classes that meet two days or less – no later than the day before the first class.**

After the semester begins, students who wish to change their credit/audit status for full-term classes may make the change through myWNC using the “edit” function under “enroll.” Students who wish to change their credit/audit status for a short-term class must submit an Enrollment Request Special Circumstances form to Admissions and Records.