

SPRING 2025 Registration Policies and Deadlines

Payment Deadlines You must arrange payment for your **BILL** by:

Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline by 8:00 am: *
1P2 Pre semester (2-wks) Winterim	Jan. 6, 2025	Dec. 23, 2024
11 Full term (15-wks)	Jan. 21, 2025	Jan. 7, 2025
12 1 st half semester (8-weeks)	Jan. 21, 2025	Jan. 7, 2025
1L Late Start (11-wks)	Feb. 18, 2025	Feb. 4, 2025
13 2 nd half semester (7-weeks)	Mar. 24, 2025	Mar. 10, 2025
12H Motorcycle Twelve weeks	Jan. 6, 2025	Dec. 23, 2024

*You must make payment arrangements by 8:00 a.m. of the deadline date listed above or you may be dropped from the course(s). Registration after the payment deadline requires that proper payment arrangements be made when you register.

➡ Non-Credit Workshops/Courses **MUST** be paid for at the time of registration.

The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice.

Payment Options:

- **Full Payment** – you can make your one-time payment online!
- **NELNET automatic withdrawal PAYMENT PLAN** – Information available at College Services One Stop and the Business Office.
- **Financial Aid Deferments** are available to students who are awarded, have accepted aid (*all requirements satisfied*) and the aid covers the total amount owed. If the aid does not cover the full amount, either submit the full payment of the difference, or set up a **NELNET automatic withdrawal payment plan** online to cover the balance due by the deadlines stated above.
 - If your Financial Aid paperwork is incomplete by the deadline, you will need to start a **NELNET automatic withdrawal payment plan** online for the full amount owed or pay in full. The payment plan will be in effect for the duration of the term, or until your aid award is **applied to your account** and there is no remaining unpaid balance.
- Third Party **UNCONDITIONAL** promise to pay (**payable to Great Bay Community College on company letterhead or purchase order**) - subject to review and approval by the Business Office manager.

You can purchase your books online. Go to www.greatbay.bkstr.com to view your course material. The website lists the upcoming term four weeks prior to classes starting.

Wednesday, Jan. 1, New Year's Day Holiday Observed – No Classes and College Closed

Thursday, Jan. 16, CCSNH Winter Convening - Winterim & Motorcycle Classes still running and College Open

Monday, Jan. 20, Martin Luther King Jr./Civil Rights Day Holiday – No Classes and College Closed

Monday, Feb. 17, Presidents' Day Holiday – No Classes and College Closed

Saturday, March 15 – Sunday, March 23, Spring Break – No Classes (except for Motorcycle) and College Open Monday through Friday

Wednesday, May 14, System Symposium – No Classes and Offices Closed 8:00 a.m. – 4:00 p.m. for in person classes at Portsmouth, Rochester, Automotive Technology, Massage Therapy, Off Campus sites (Nursing, Surgical Technology) and including online remote on Wednesday 8:00 am – 4:00 pm.

100% ONLINE AND CLASSES STARTING AFTER 4:00 PM ARE NOT IMPACTED.

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Refund Deadlines

- Students who officially withdraw (drop) from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. (Non-refundable fees are the advanced tuition deposit, application fee, and orientation fee.) Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund.

If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. ♦♦♦

♦ **Exception:** Students in courses that meet for two weeks or fewer must drop by the end of the **first day of the class** in order to get a 100% refund.

♦♦ **Non-Credit Workshops/Courses Exception:** Students registered for Non-Credit Workshops/Courses must withdraw (drop) in writing at least **three days prior to the first session** in order to receive a full refund of tuition and.

♦♦♦ **SIS Web Drop with 100% Refund** up through the Drop with 100% Refund deadlines below. (Certain restrictions apply. Go to <https://portal.ccsnh.edu-->SIS>)

♦♦♦♦ **SIS Withdraw Web No Refund** up through the Drop with "W" grade deadlines below. (Certain restrictions apply. Go to <https://portal.ccsnh.edu-->SIS>)

Pell Grant, SEOG, and Unique awards are calculated based on your enrollment status and are subject to a "freeze date." After your freeze date, if you add or drop credits, your grants will not be adjusted unless you fail to attend your course(s) or fully withdraw. Financial Aid cannot pay for any course you fail to attend. If you plan to register for a

combination of full term and late-start classes, **you should register for ALL courses no later than Tuesday, February 11.** This will allow you to maximize your grant funding. If you plan to register for a combination of late-start courses that begin on different dates, you should register for all of your late start courses at the same time to help maximize your grant funding.

Loans are not subject to the "freeze date" and will pay only if you are registered for at least 6 credits on your loan disbursement date. If you have any questions, please contact the Financial Aid Office to discuss your award status at gbfinaid@ccsnh.edu or call (603)427-7600 x7501

Students may submit the drop form https://www.greatbay.edu/wp-content/uploads/2020/05/Add_Drop_Form_Fillable_11_25_2020.pdf to GBCCRegistrar@ccsnh.edu

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	<u>Deadline* to ADD Without Instructor permission, If space available (See Exception below)</u>	<u>Deadline to ADD With Instructor permission.</u> And ♦♦♦ <u>Deadline to DROP with 100% REFUND</u>	♦♦♦♦ <u>Deadline to DROP with "W" grade (No Refund)</u> (NOTE: after the deadline, students may still drop with a "WP" or "WF" grade, No Refund)	Dates for Bookstore purchases with financial aid (full term and late start books must be purchased together at earliest date)	Financial Aid BEGINS to Disburse After
OFFICE USE ONLY:		RE	CW,DR	DN	Must be in at least 6 eligible credits for loans	
1P2 Pre semester (2-wks) Winterim	1/6-1/18	Mon. Jan. 6	Mon. Jan. 6	Mon. Jan. 13	Dec 23 – Jan 10	Feb 18
11 Full term (15-wks)	1/21-5/10	Mon. Jan. 27	Mon. Feb. 3	Mon. Mar. 31	Jan 6 – Feb 7	Feb 18
12 1 st half semester (8-wks)	1/21-3/15	Fri. Jan. 24	Mon. Jan. 27	Sat. Feb 22	Jan 6 – Feb 7	Feb 18
1L Late Start (11-wks)	2/18-5/10	Mon. Feb. 24	Mon. Feb. 24	Fri. Apr. 11	Feb 3 – Feb 28	Mar 11
13 2 nd half semester (7-wks)	3/24-5/10	Thu. Mar. 27	Mon. Mar. 31	Mon. Apr. 21	Mar 10 – Apr 4	Apr 15
12H Motorcycle Twelve weeks	1/6-3/29	Fri. Jan. 10	Mon. Jan. 13	Mon. Feb 24	Dec 23 – Jan 10	Feb 18

Students may submit the add form https://www.greatbay.edu/wp-content/uploads/2020/05/Add_Drop_Form_Fillable_11_25_2020.pdf to GBCCRegistrar@ccsnh.edu

Exception to Add Policy:

Lab Classes: If the semester has started, a student may add a class with a lab component only if the first class has not been missed. Once the first class has been missed, the student may add only with the permission of the instructor*(and Advisor approval for prerequisites and matriculated students). Examples of lab classes are, but not limited to lab science, computer technologies, information systems technology and drawing. Final decisions of what is considered a lab class rests with Academic Affairs.