

## SUMMER 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: *
<b>1P2 SURG</b> Pre semester (2-wks)	<b>May 12, 2025</b>	<b>Apr. 28, 2025</b>
<b>11</b> Full term (11-wks)	<b>May 27, 2025</b>	<b>May 13, 2025</b>
<b>12 1<sup>st</sup></b> half semester (6-weeks)	<b>May 27, 2025</b>	<b>May 13, 2025</b>
<b>1F</b> Front Part of Term (8-wks)	<b>May 27, 2025</b>	<b>May 13, 2025</b>
<b>1U6</b> Six weeks June Start	<b>June 16, 2025</b>	<b>June 2, 2025</b>
<b>13 2<sup>nd</sup></b> half semester (6-weeks)	<b>July 7, 2025</b>	<b>June 23, 2025</b>
<b>15Y</b> Fifteen weeks May start	<b>May 12, 2025</b>	<b>Apr. 28, 2025</b>

\*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** – set up online. Brochures available at College Services One Stop.
- **Financial Aid Deferment** – complete the form at College Services One Stop. **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](http://www.greatbay.bkstr.com) to view your course material. The website lists the upcoming term four weeks prior to classes starting.

Monday, May 26 Memorial Day Holiday – No Classes and College Closed  
 Thursday, June 19 Juneteenth – No Classes and College Closed  
 Friday, July 4 Independence Day Holiday – No Classes and College Closed



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## Refund Deadlines

- Students who officially withdraw (drop) from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) 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 (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) 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, June 17, 2025.** 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 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](mailto:gbfinaid@ccsnh.edu) or call (603)427-7600 x7501.

Add/drop/registration (Dynamic Form) <https://tinyurl.com/yp5hdack>

Part of Term Code appears on Top Left of Student's Schedule	Term Dates	<u>Deadline* to ADD</u> Without Instructor permission, If space available (See <u>Exception</u> below)	<u>Deadline to ADD</u> <u>With Instructor permission.</u>  And ♦ ♦ ♦ <u>Deadline to DROP</u> with 100% REFUND	♦ ♦ ♦ ♦ <u>Deadline to DROP</u> with “W” grade (No Refund)  (NOTE: after the deadline, students may still drop <a href="https://tinyurl.com/yp5hdack">https://tinyurl.com/yp5hdack</a> with a “WP” or “WF” grade, No Refund)
OFFICE USE ONLY:		RE, RW	RE; CW,DR	DN, WN
<b>1P2 SURG</b> Pre semester (2-wks)	<b>5/12-5/24</b>	<b>Mon. May 12</b>	<b>Mon. May 12</b>	<b>Mon. May 19</b>
<b>11</b> Full term (11-wks)	<b>5/27-8/9</b>	<b>Mon. June 2</b>	<b>Mon. June 2</b>	<b>Fri. July 11</b>
<b>12</b> 1 <sup>st</sup> half semester (6-wks)	<b>5/27-7/5</b>	<b>Thu. May 29</b>	<b>Mon. June 2</b>	<b>Fri. June 20</b>
<b>1F</b> Front Part (8-wks)	<b>5/27-7/19</b>	<b>Fri. May 30</b>	<b>Mon. June 2</b>	<b>Sat. June 28</b>
<b>1U6</b> Six weeks June start	<b>6/16-7/26</b>	<b>Wed. June 18</b>	<b>Mon. June 23</b>	<b>Thu. July 10</b>
<b>13</b> 2 <sup>nd</sup> half semester (6-wks)	<b>7/7-8/16</b>	<b>Wed. July 9</b>	<b>Mon. July 14</b>	<b>Thu. July 31</b>
<b>15Y Welding</b> Fifteen weeks May start	<b>5/12-8/23</b>	<b>Mon. May 19</b>	<b>Tue. May 27</b>	<b>Sun. July 13</b>

## 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.

May 8, 2025



Great Bay  
Community College

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