

## Professional Development in Education Course Withdrawal Policy

Students who register for a professional development course, but who wish to discontinue, must withdraw from the course formally and must complete the withdrawal before the first 40% of the class meetings have been held. Students who wish to withdraw after this time period must formally request a late withdrawal using the late withdrawal form. The grade of "W" may not be awarded after this date except by special permission of the Dean of Graduate Studies, and only in those cases when continued enrollment in the course would be detrimental to the student's health or has been made impossible by circumstances beyond the student's control.

## Instructions for Viewing Final Grades

1. Choose Cougar Trail on the Web from the CofC home page at [www.cofc.edu](http://www.cofc.edu)
2. Once you have clicked on the Cougar Trail on the Web box, it will open a WEB Access screen for students, faculty and staff --- choose "students log in".
3. Enter your ID number (social security number with no hyphens or spaces) then tab to PIN and enter your 6 digit PIN.

*If you are logging in for the first time, you will enter your birth date (MMDDYY – i.e. 010247 for Jan. 2, 1947) as your 6 digit PIN number. Your PIN cannot remain your birth date. Click on the underlined message "change your pin" and you will be asked for your OLD PIN (this is your birth date). Your NEW PIN will be any 6 digits you choose. You will be asked to verify the new 6-digit pin you just created. At this point, click on the continue button and follow the instructions to sign in under your newly established PIN.*

4. Click log in.
5. Go to STUDENT RECORDS and select "Grades".
6. Select the desired term you wish to view.