COURSE ADDS AND DROPS

References: *Title 5 Sections 55024 & 58004; Student Attendance Accounting Manual*

Adding Open Classes

Students may add classes within the official registration period.

Adding Closed classes/placement on the Wait List:

- A student may add a class as listed above. If the class is closed, he/she may opt to be placed on the waitlist. Students must have a valid email.
- Student must not have a hold on his/her record. All pre-requisites and/or co-requisites requirements must be met to be eligible.
- As enrolled students are dropped for non-payment, waitlist students are moved into the class. Students are notified of the move from the waitlist to the class through their email and telephone number on record.
- Students must make payment within 5 calendar days or they will be dropped from the class for non-payment.
- Students are responsible for payment for each class, in which they are enrolled.
- The student must attend the class or notify the instructor of an absence for the first day of their classes.

Adding classes during the add period:

If the waitlist is full, students may attend a closed class to find an open seat. The student must obtain an add code or signature on the add/drop form from the instructor. Students must register for the class with the add code in WebAdvisor or at Admissions and Records, with either the add code or instructor signature. A class enrollment is unofficial until the add code has been processed.

Students, whose names do not appear on the class roster, are not registered in the class. Students on the waitlist are not officially registered in a course. Students' registration statement also indicates whether students have officially registered for a class.

After the add period concludes, a student may add classes only if the instructor certifies that the student has been in attendance during the add period and by submitting a Late Add Form to Admissions and Records for approval.

After the census period, a student may add classes only if the instructor certifies the student has been in attendance since the add period AND the School Dean signs the Late add/drop form. The student will submit the form to Admissions and Records for approval or denial.

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Withdrawals

Withdrawals or drops are authorized through the last day of the fourteenth week of instruction for full semester classes or 75% of the term, whichever is less. Withdrawals can be made under the following conditions:

- Students who withdraw or drop from a class during the first two weeks of the semester or the 10% point of actual class meeting days for short session classes will receive a refund for all fees paid and will have no annotation on their permanent record (transcript).
- Students who withdraw after the last day of the fourth week of the semester and prior to the last day of the fourteenth week or 75% point of a short term class will receive a "W" grade for the class.
- Students are not authorized to withdraw after the last day of the fourteenth week of the semester or the 75% point of a short session class. At this point, students must be assigned a grade of A, B, C, D, F, Pass, No Pass OR I.
- Students may petition to withdraw after the last day of the fourteenth week of the semester or the 75% point of a short session class for extenuating circumstances.

Dropping students from classes:

While primary responsibility for class attendance and maintaining an accurate registration record rests with the students, the instructor is charged with the responsibility for maintaining accurate and proper accountability records for state apportionment requirements.

- Instructors are required by Title 5 to clear their class rosters of all inactive students no later than the last business day prior to the Census for the semester or session. "Inactive students" include;

  students identified as no-shows,
  students who are no longer participating in the courses,
  students who have officially withdrawn

- Instructors must drop any student who fails to notify their instructor of their absence or who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

- Students will be dropped from class for lack of a prerequisite.

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- After the add period of the term, instructors may drop a student from a class if the student's total hours of absences exceed twice the number of hours the class meets per week. Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.

- A student shall not be permitted to receive more than three "W" symbols on his or her record for enrollment in the same course. A student who enrolls in a course after having previously received three "W"s in the same course shall receive either a grade or a different non-evaluative symbol. The grade or different non-evaluative symbol shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of 2nd week of instruction.

- Students who have exceeded the number of permissible withdrawals will need to petition for extenuating circumstances. (See the Course Repetition and Course Withdrawal procedure)