COURSE ADDS AND DROPS

Reference: *Education Code Section 70902*

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Each student must submit adds or drops during the registration period of each term within published timelines.

Instructors are responsible for maintaining accurate and proper accountability records for state apportionment requirements. Instructors must drop inactive students to include; no shows, no longer participating in the course and/or who have officially withdrawn.

See Procedure No. 5075, "Course Adds and Drops."