

## **COURSE ADDS AND DROPS**

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

### **Enrolling in Open Classes**

Students may enroll in open classes within the official registration period before the term begins on WebAdvisor.

### **Enrolling in Closed Classes; Placement on the Waitlist**

- During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may opt to be placed on the waitlist unless the waitlist is also filled. The student must have a valid email address.
- Students must not have a hold on his/her record. All prerequisite and/or co-requisite requirements must be met to be eligible.
- As enrolled students drop or are dropped for non-payment, waitlisted students are sent an email notice of the available seat in the class. They will have three working days to register themselves into the class or they will be removed from the waitlist. Students will be notified through their email address on record.
- Students must make payment within five (5) calendar days, or they will be dropped 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 in advance of an absence on the first day of their classes.

### **Adding Classes During the Add Period**

If the waitlist of a class is full, students may attend a closed class to attempt to find an open seat. In order to enroll, the student must obtain an add code from the instructor. Students must register for the class with the add code in WebAdvisor or at Admissions and Records. The student is not enrolled until the add code has been processed.

Students whose names do not appear on the class roster are not registered in a class. Students on the waitlist are not officially registered in the class. Students' registration statement list the classes in which they are officially enrolled.

### **Drops or Withdrawals**

Drops or withdrawals are authorized no later than 75% of the term. Withdrawals can be made under the following conditions:

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

**Dropping Students from Classes**

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

- Instructors are required by Title 5 of the California Code of Regulations to clear their class rosters of all inactive students no later than the last business day prior to the Census Day 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.
- After the add period of the term, instructors may drop a student from a class if the student’s total hours of absence 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.

**Limitations on Course Repetition**

- When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or “W” withdrawal, the student will

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be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge receipt and understanding of the policy and will be required to complete an online tutorial. The tutorial will detail academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty.

- Once a student is assigned a substandard academic grade (D, F, NP) and/or W (Withdrawal) in the same course for a third time, further repetition will not be allowed. Exceptions to this procedure may be approved only through the petition process. (See the Course Repetition and Course Withdrawal procedure.)