

# Chapter 5 - Student Services

## AP 5075 Course Adds and Drops

### References:

Title 5 Sections ~~55758~~ **55023, 55024**, and 58004

### Adds:

1. Students may add open classes online or in person with a picture ID at the Admission and Records Office ~~in the Student Services Center~~.
2. Once classes start, students attend class to obtain an add authorization code if the class is no longer available through the registration system. Instructors will issue add authorization codes depending on the number of open spaces in the class. **If the course is offered online, students are to contact the instructor via email to request to take the course and obtain an add code.**
3. Students must **be able to display** ~~have a printout with~~ their registration date and time to be eligible to receive an add authorization code.
4. Students must ~~have the~~ **meet the** appropriate prerequisite/**corequisite** for the class **before being able to add**. Prerequisites/**corequisites** will be checked by the system at the time students register for the class.
5. When utilizing wait lists, students are permitted to add their name during registration to a list of students waiting to enroll in a full or closed class.
6. **On the first day of class (or on the first day of lab for lecture/lab classes), the instructor will add students if there is space available.** ~~Students on wait lists~~ **who are present** will be added in **the** order **in** which they appear on the wait list, ~~during the first class meeting only, before walk-in students,~~ **After the waitlist has been exhausted, walk-in students will be added based on earliest registration date and time.** Being on a wait list does not guarantee that the student will be given **permission to add** an add authorization code.
7. If a student receives an add authorization code from the instructor, the student may add the class using the registration system. Add codes are not transferable.
8. Add authorization codes must be processed prior to their expiration date.
9. After the regular registration period concludes (20% of a short-term course or the end of the second week for sixteen-week courses – prior to the collection of census for apportionment purposes), classes may only be added by submitting a Request for Late Add form that is then processed by the ~~o~~Office of Admissions and Records. **For short-term courses and courses taken during an intersession (i.e., Winter or Summer), the census date will be calculated by identifying the class meeting date nearest the 20% of the course's scheduled meeting time.**

10. Adding classes after the course has met 20% of its **scheduled meeting time** total minutes (end of the third week for sixteen-week courses) requires that **a** Petition for Exceptional **a**Action be approved in addition to the Request for Late Add form.

Drops:

1. Students may drop classes online or in person with a picture ID at the Admissions and Records Office ~~in the Student Services Center.~~
2. An instructor may drop a student who has not arrived within the first thirty minutes of the first class meeting **of an in-person or synchronous online course. For asynchronous online courses, students must log in to their course to show attendance or may be dropped from the course for non-attendance.**
3. An instructor may drop a student who has excessive absences as defined in the instructor's syllabus.
4. It is the student's responsibility to officially drop a class whenever they determine that they can no longer attend the class. Failure to drop a class may result in a failing grade and an obligation of fee payment.
5. Drops **with a "W" notation on the transcript** are permissible **between the census date and 75% of the course's scheduled meeting time. After 75% of the course's scheduled meeting time, a student must receive an evaluative symbol (A, B, C, D, F, P or NP). Drops prior to the course census will not result in a notation on the student transcript.** ~~if the course has not yet met 61% of its total minutes (end of tenth week for sixteen-week courses.)~~
6. A notation of a "W" shall become part of a student's permanent record for any drop taking place after the course has met for 20% of a short-term course or the end of the second week for sixteen-week courses - prior to the collection of census for apportionment purposes. If a drop occurs before the deadline, no notation shall be made on the student's permanent record.
7. Instructors shall clear their rolls of inactive enrollment. Inactive enrollment is defined as of each census day, **as** any student who has:
  - a. been determined by the instructor to be a "no show;" or
  - b. officially dropped the course; or
  - c. been dropped from the course. A student shall be dropped if, in the opinion of the instructor, the student is no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, the student having excessive unexcused absences, **as defined in the instructor's syllabus.** "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Board of Trustees and published in regulations.

8. The College shall maintain a record of the date each student drops or is dropped from a course.

Revised: May 2009

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