

## Chapter 5 - Student Services

### AP 5075 Course Adds and Drops

#### References:

Title 5 Sections ~~55758~~ **55023, 55024,** and 58004; **AP 4105**

#### Adds:

1. Students may add open **courses** ~~classes~~ online or in person with a picture ID at the Admissions and Records Office in ~~the Student Services Center~~.
2. Once ~~classes~~ **the course** starts, students attend **the course** class to obtain an add authorization code if the **course** class is no longer available through the registration system. Instructors will issue add authorization codes depending on the number of open spaces in the **course** 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 ~~have a printout with~~ **be able to display** their registration date and time to be eligible to receive an add authorization code.
4. Students must ~~have~~ **meet** the appropriate prerequisite/**corequisite** for the **course** class **before being able to add**. Prerequisites/**corequisites** will be checked by the system at the time students register for the **course** class.
5. When utilizing waitlists, students are permitted to add their name during registration to a list of students waiting to enroll in a full or closed **course** class.
6. **On the first day of the course (or on the first day of lab for lecture/lab courses), the instructor will provide add codes to add students if there are seats available based on course limits.**
  - a. **For courses that meet in-person,** ~~S~~students on waitlists **who are present** will be added in **the** order **in** which they appear on the waitlist, ~~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. The instructor reserves the right to add based on exigent circumstances at their discretion.** Being on a waitlist does not guarantee that the student will be given **permission to add using** an add authorization code.
  - b. **For distance learning courses, students on the waitlist will be added in the order in which they appear on the waitlist. After the waitlist has been exhausted, students will be added based on the order the email request was**

received. The instructor reserves the right to add based on exigent circumstances at their discretion. Being on a waitlist does not guarantee that the student will be given permission to add using an add authorization code.

7. If a student receives an add authorization code from the instructor, the student may add the course 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), courses classes may only be added by submitting a Request for Late Add form that is then processed by the 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 course meeting date nearest the 20% of the course's scheduled meeting time.**
10. Adding courses classes after the course has met 20% of its total minutes scheduled meeting time (end of the third week for sixteen-week courses) requires that a Petition for Exceptional aAction be approved in addition to the Request for Late Add form.

Drops:

1. Students may drop courses 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 30 minutes of the first course class meeting **of an in-person or synchronous online course. For asynchronous online courses, students must complete the No Show activity designated by their professor within three days to demonstrate attendance, or they will 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 course class whenever they determine that they can no longer attend the course class. Failure to drop a course class may result in a failing grade and an obligation of fee payment.
5. Drops **with a "W" or "EW" notation on the transcript** are permissible if ~~the course has not yet met 61% of its total minutes (end of tenth week for sixteen-week courses.)~~ **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, NP, or EW). Drops prior to the course census will not result in a notation on the student transcript.**

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. **"Excused Withdrawal" shall be allowed to students in extenuating circumstances, such as an accident, illness, or other circumstance beyond the control of the student. A student can petition and shall not be denied an excused withdrawal should the College be unable to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances. Students are not required to submit documentation. The withdrawal symbol so assigned shall be an "EW. Students may request an EW up until the last day of instruction. The last day of instruction for full-term classes is the last day of the term. The last day of instruction for classes not scheduled as full-term is the end date assigned to each section (or CRN).**
8. 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.~~
9. The College shall maintain a record of the date each student drops or is dropped from a course.

Revised: May 2009

Revised: September 11, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

