

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Open Access to Classes  
**Revision Date:** 9/8/98  
**Responsible Area:** Student Services  
**Responsible Office:** Vice President, Student Services/Research  
**Policy Reference:** Title V

All courses at College of the Siskiyous are open to enrollment by the general public except for those students required to meet prerequisites as established pursuant to Sections 55002, 55201.

To ensure open access to general public:

- 1) Class schedules are mailed to every resident in the District
- 2) Information concerning classes added after the Schedule has been published is disseminated.

**Internal**

- a. A list of added classes are posted daily in the Student Center, two weeks prior and two weeks after the beginning of each semester. The list is posted weekly at all other times. The information appears exactly as it would be if published in the schedule.
- b. The class schedule is on-line and is updated on a daily basis which can be accessed by staff. Students can access this schedule through the Internet.

**External**

- a. Instructors are encouraged to generate news releases by contacting the Director of Public Information. Instructors have the responsibility to prepare and distribute flyers, with a copy to be given to the Public Information Office and the Receptionist/Switch Board Operator in the Business Office.
- b. Off-campus facilities are clearly marked that a College of the Siskiyous class in progress.