

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Adding Classes After the Beginning of the Semester

Revision Date: 9/8/98

Responsible Area: Student Services

Responsible Office: Vice President, Student Services/ Research

Policy Reference: Board Policy, Student Services 3.0 –Admission

Census Classes: Students should be encouraged to register for classes prior to the beginning of the semester. If a student registers for a class after the first day of class, the following time limits and processes apply:

| <i>Time Period</i> | <i>Process</i> |
|-------------------------|---|
| Week One: | A student may add a class without outside approval (unless the class is closed) |
| Week Two/Three: | A student may add a class at the discretion of the instructor. (The instructor must sign the add form.) |
| Week Four: | A student may add a class after completing a petition, which verifies attendance prior to week four and is signed, but the instructor and the Vice President- Instruction. |
| After Week Four: | Student cannot add classes after Week Four. * |

*This does NOT apply to short term or LVN classes.

Under “extraordinary circumstances,” a committee chaired by the Vice President, Instruction with two Academic Senate members may review a student petition for adding a class after the fourth week. (The Academic Senate will appoint two people who will serve for one year as part of the review group.)

Short-term courses: Registration should be done prior to the completion of 20% of the class. (For example, for a one-week class meeting daily, 20% of the course would have been completed by the end of the first day.)

Exception: There is an exception to this frame if the student is “moving down or up” a level in a series, such as an English, math or language course. If the student has enrolled in an inappropriate level, he or she may petition to change after the fourth week. This petition must be signed by both instructors (old course and new course) and by the Vice President, Instruction.