

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Course Adds and Drops

**Revision Date:** 2/25/10; February 12, 2013; August 6, 2013

**Responsible Office:** Admissions and Records

**Reference:** Board Policy 5055; Title 5 Sections 55024 and 58004

**Adding Classes**

To add a class, students must complete an Add/Drop form, turn the form into Enrollment Services or submit online, and pay any required fees.

- Students may add a class with instructor approval after the first day of class. The instructor must sign the add form or give an add authorization code.

**Late Adds**

Students are strongly encouraged to register for classes prior to the beginning of the course.

To late add a class, students must submit a Late Add Permit approved by the appropriate Dean.

After the census date for the class, a student may only late add a class if:

- The student has been in attendance since the beginning of the class
- The student is moving from one level of a subject to another, i.e., ENGL 0950 to ENGL 1001.
- The student is changing from one section to another section of the same course.

**Dropping Classes**

To drop a class, students must complete an Add/Drop form and turn the form into Enrollment Services by the stated deadline or drop through their navigator portal. Student athletes must obtain the signature of the student athlete advisor or counselor.

Important withdraw/drop dates are as follows:

- Classes dropped before census will not be recorded on the student's academic transcript.
- Classes dropped by the end of the 14<sup>th</sup> calendar week of the semester\* will be designated on the student's transcript with a grade of "W," indicating official withdrawal from the course. Full-semester courses dropped after this date will receive a grade.

*\* This time period applies to full-semester courses. Check with Enrollment Services for drop dates for short term and irregularly scheduled courses.*

**Military Withdrawal**

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from a course. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

### **Medical Withdrawal/Extenuating Circumstances**

See Administrative Procedure 5076.

### **Withdrawal/Drop Policy Summary**

Students are responsible for withdrawing from classes they are no longer attending. Failure to do so may result in a grade of “F,” “FW”, or “NP.”

Instructors may drop students who do not attend the first class meeting or when the number of unexcused absences equals the number of times the class meets each week. A complete copy of the Withdrawal/Drop Policy is in the College of the Siskiyous catalog.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

### **Enrollment Limitations**

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course if approved through the Enrollment Limit Petition or through audit.

### **Wait Lists for “Closed” Classes**

When a class fills to capacity, it is considered “closed.” A computerized waiting list will be established to determine the sequence in which students may be added to the class if space becomes available. To add a “closed” class, a student must attempt to register for the course to have their name added to the wait list and then attend the first class meeting. At the first class meeting, the instructor will determine if wait list students may be added to the class. If so, the instructor will initial the “ADD” portion of the Enrollment/Registration form or Add/Drop form or give the student an add authorization code to register online. Each instructor maintains the wait list after classes have begun. Instructors must give priority to students on the wait list. Students who do not attend the first class meeting can be dropped from the wait list by the instructor.

If instructor approval is received, the student must take the Enrollment/Registration or Add/Drop form to Enrollment Services.