

AP 5075 COURSE ADDS AND DROPS

Reference: Education Code: Title 5, Section 55758, 58004, Federal Financial Aid Policy

SCHEDULE CHANGES AND TUITION REMOVAL

REGISTRATION/COURSE ADDS

Registration after semester classes begin: students may not register electronically for classes without instructor permission. The instructor may authorize students to register electronically, or by signing a Registration Authorization form (also know as, Add Slip). Forms are available at Admissions and Records, most department offices, and online.

Students who wish to be re-enrolled after being institutionally dropped must be added back to a class through a Roster Change Form submitted by the instructor.

STUDENT-INITIATED DROPS

To drop a class, students must use the online process (Web Advisor). 100% of charges associated with a class will be removed if students are formally drop by the deadline listed in the Class Schedule. Students who have outstanding charges on their account will not be able to use Web Advisor to drop classes and should go to Admissions and Records to complete this process. No charges will be removed if students drop after the deadline. Drop deadlines vary depending on the length of the class.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the length of the class. Students who withdraw or drop classes during the first four weeks or 30% of the length of the class for classes that are shorter than full-term classes, will receive no notation on their academic record. After the fourth week or 30% of the class, withdrawals or drops will result in a “W” notation on the student transcripts.

“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.

DROP DEADLINES FOR REMOVAL OF TUITION AND FEES

Length of Class	Deadline
One Day classes	Before the class begins
Less than 20 days	By the end of the first day

20 days or more meetings	By the end of 10% of the calendars days of class (For night and weekend classes, through the next business day.)
7-9 week classes	By the end of the first week of class
10-18 week classes	By the second Friday of the semester

DROP DEADLINES TO AVOID GRADES

Length of Class	Deadline
One day classes	Before the class begins
Less than 20 days	Through the first day of class
20 days to 9 weeks	By the end of the first week of class
10-18 week classes	By the second Friday of the semester

CENSUS (NO SHOW) DROPS BY INSTRUCTORS

Instructors shall clear their rolls of inactive student (“No Show”) not later than the end of the second week of the semester by indicating No Show drops on the Census Rosters. If students have attended any classes, instructors must indicate the last date of attendance on the roster. Failure to indicate last date of attendance may result in future loss of financial aid for the student. For classes that have a length less than the normal semester, this date could be anywhere from the first class meeting to the end of the second week of class. Consult with the Admissions and Records office for more information.

INSTRUCTOR DROPS FOR STUDENTS WHO ARE NO LONGER PARTICIPATING IN COURSES

Instructors may drop a student who is no longer participating in a course after the second Friday of the semester. This action will result in a “W” grade for the student and cause no reduction in a student’s tuition and fees bill. For classes that have a length less than the normal semester, this date could be any where from the first class meeting to the end of the second week of class. Consult with the Admissions and Records office for more information.

Students at Cabrillo College may withdraw from a class twice and receive a “W.” After receiving the second “W” students must receive a grade or a non-evaluative symbol other than a “W” for the course, unless:

- Students withdraw from the class prior to the end second week of instruction or
- Additional withdrawals are permitted by policy. Students must submit a petition which shows the withdrawal is justified because of extenuating circumstances.

Approved by Student Service Council October 14, 2009

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