

## **Adding Courses**

Students may add full semester courses through the registration period; short term courses have individual deadlines. After the semester begins, students may register for a course upon receipt of the authorized add code from the course instructor, which is then used to complete the registration in WebAdvisor.

After the registration period concludes, classes may only be added by formal request from the student to the instructor. A Late Add slip will be completed by the instructor and the student submits it to Admissions & Records for registration in a timely manner and before the 75% date in order to be officially enrolled.

## **Withdrawals**

Withdrawals, or drops, are authorized through the last day of the twelfth week of the semester or 75% of the length of the course. Students who withdraw or drop classes during the first two weeks or 30% of the term, whichever is less, will receive no notation on their academic record. Withdrawals/drops are performed by students through WebAdvisor. 100% of charges will be removed if drops are processed by the published refund deadline. After the refund date, charges remain the responsibility of the student. Deadline dates are published online and in the Schedule of Classes.

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. Instructors process all of their drops and census reporting on WebAdvisor. When a withdrawal is performed by an instructor, the same deadline dates apply.

“Inactive students” include:

- Students identified as no-shows, never having attended the course,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

Students who wish to be re-enrolled after being institutionally dropped must request the instructor to file a Roster Change Form, signed by the instructor.

Students will not be permitted to withdraw and receive a “W” in a course more than three times. Multiple withdrawals may result in probation or dismissal from the College. See BP 4225, Course Repetitions for 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 the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.



Chapter Six: Student Services and Operations

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Cabrillo College reserves the right to drop students for administrative reasons, including but not limited to pre- and co-requisite enforcement, disciplinary actions, unit limitations, and health and safety.

See BP 5055 Enrollment Priorities.

*References: Title 5 Sections 55024 and 58004*

Approved by Student Services Council May 15, 2013