AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS

Adding Courses
Before semester or term classes begin, students may add/register for open classes via myHancock online registration during the established registration period, as identified in the academic calendar. Students are required to pay fees due by the established payment deadlines. Failure to pay fees incurred may result in an administrative drop.

Wait List
During the registration period before classes begin, a student wishing to enroll in a class that is closed (filled to capacity) may choose to place him/herself on the waitlist, unless the waitlist is also filled. As enrolled students drop or are dropped for non-payment, waitlisted students are notified via email notice of an available seat in the class. Students have 24 hours to register themselves into the class via myHancock, or will be removed from the waitlist. Once the semester or term class begins, students remaining on the waitlist must attend the class on the first day in order to be considered for enrollment into the class. The waitlist does not guarantee that a student will be given an add authorization code.

Adding Courses On/or After the First Day of Instruction
To add a class on or after the first day of instruction (the first day the actual course meets) and up to the census roster due date, a student may add a class via myHancock online registration after obtaining an add authorization code from the class instructor. In order to add the course with an add authorization code, a student must be eligible to enroll and meet the necessary prerequisite(s) of the course, if applicable. The add authorization code given by the course instructor may only be used by the student to whom the code was issued. Instructors are encouraged to add students depending on the number of open spaces in the class, consideration of the waitlist, class size limits, and the amount of instruction/course content missed by the student. The decision then to provide an add authorization code to a student after the first class meeting (for an on campus course) or the first day of class (for an online course) is the instructor’s alone.

Late Adding of Classes
After the registration period concludes, classes may only be added by formal request from the student and the instructor of record if extenuating circumstances apply, to the Director, Admissions and Records.
Withdrawals/Drops
Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. To comply with state mandates the period to drop without a W notation is 10% of the term (as indicated in the schedule of classes by selecting the course CRN link). The District moved the drop period to 10% of the term to match the refund deadline (as indicated in the academic calendar and also by selecting course’s CRN link in the schedule of classes).

Withdrawals after the 75% period may only be considered if the student has extenuating circumstances that support the drop request. Requests for Late Withdrawal must be in writing and all documentation must be submitted along with a Petition to Request Withdrawal to the Director, Admissions and Records. These circumstances are limited to the following conditions and must be documented:

- US Military Service (copy of orders must be provided);
- Death of an Immediate Family Member (death certificate, obituary listing student as survivor, or administrative judgment must be provided);
- Illness or Accident (verification from treating physician must be provided).

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. Instructors may submit drop forms to the admissions and records office, or drop inactive students via the online census roster.

“Inactive students” include:
- Students identified as no-shows;
- Students who officially withdraw;
- Students who are not attending an on campus course or participating in an online course.

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

A student’s request to attempt a course more than three times will be evaluated by the Dean, Student Services or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history.

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.
Statement of Nondiscrimination
The District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. The District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The District assures that no person shall be discriminated against because of race, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

References:  Title 5 Sections 55024 and 58004

Approved:  6/16/15
(This is a new procedure)