

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5075 COURSE ADDS AND DROPS

References: Title 5 Sections 55024 and 58004

### Adding Courses

Students may add classes through the registration period. If the class is closed because the enrollment maximum is reached, the permission of the instructor is required. Add codes may only be used by the students to whom they were given by a faculty member or another college official. Students may not sell or give add codes to another student.

**Students are not registered for a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in the class.**

After the registration period concludes, classes may only be added by formal petition from the student to the Dean of Admissions and Records.

### Withdrawals

- Withdrawals, or drops, are authorized through the last day of the eighth week of instruction or 50% of the term, whichever is less.
- No notation shall appear on the student's record for drops during the first 20% of the term or class.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A,B,C,D,F,FW) must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping of courses to their schedule of classes. Each instructor shall clear the class roster of inactive students no 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.

Board Approved 06/16/09  
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