CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

AP 5075  COURSE ADDS AND DROPS

References:  Title 5 Sections 55024 and 58004
See also: AP 4223 Withdrawal from Courses and
AP 4225 Course Repetition

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 60% of the duration of the
term or class
- No notation shall appear on the student’s record for drops during the first
20% of the term or class.
- Drops after 60% of the course is completed will not be authorized. An
evaluative grade (A,B,C,D,F,FW,P,NP) 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.
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