ADMINISTRATIVE PROCEDURE 5075 COURSE ADDS AND DROPS

I. Adding Classes
   A. Students may add classes throughout the registration period subject to the following:
      1. Students must check the “Academic Calendar” for the last day to add classes.
      2. After the first day of class, instructors will issue a permission number if space is available.
         Students, who are on the wait list and present, will be given first priority.
   B. If a class is open, students can add the class by:
      1. Using the Passport System via the Internet.
      2. Going in person to the Office of Admissions and Records at any of the four Peralta colleges.
   C. If a class is closed, students can add their name to the Wait List prior to the first day of class.

II. Late Adding of Classes
   In very select extenuating circumstances, the College may late add a student. The late add card will
   need to be signed by the instructor of record and the Vice President of Instruction.

III. Dropping Classes/Withdrawal
   A. Students are responsible for dropping classes through the Passport System via the Internet or at
      the college Office of Admissions and Records.
   B. Students should refer to the academic calendar in the catalogs or the class schedule to determine
      the deadline dates for dropping a class with a refund, with no grade, or with a “W”.
   C. A withdrawal reported to the District Admissions and Records Office prior to the Census date
      shall not be noted on the student’s academic record.
   D. A “W” symbol will be recorded on the student’s transcript upon withdrawal during the period after
      the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of
      instruction for the summer session and short-term courses). The “W” symbol shall not be used to
      determine academic probation but only to determine progress probation.
   E. The academic record of a student who has not withdrawn from class nor has been dropped by an
      instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by
      the instructor.
   F. Students will not be permitted to withdraw and receive a “W” in a class more than three times
      (substandard grades are also included in determining the ability to repeat courses).
   G. Enrollment Fee Refund Information can be obtained at the following Web link:
      http://eperalta.org/wp/admissions/?p=468

IV. Instructional Faculty and Attendance Verification and Census Rosters
   A. Each term instructional faculty members receive a memo instructing them on how to report
      student enrollment by Census Day and Attendance Verification Day. Instructional faculty
      members are to drop students on the Census and Attendance Verification Rosters for non-
attendance. Instructional faculty members are notified that they cannot drop students on the final grade roster.

References:
Title 5 Sections 55024 and 58004

Approved by the Chancellor: February 19, 2013
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