

**COURSE ADDS AND DROPS****Adding Courses**

Students may add classes during all registration periods as long as they are eligible for that specific registration priority. Once the class begins, registration continues for the first seven calendar days following the first day of instruction for full semester courses or 20% of a short-term course however, add authorization codes are required. Add authorization codes are obtained from the instructor.

During the second week of the semester, students who have attended the class since the beginning of the class may obtain a Special Request for Course Add/Drop Slip from the Admissions Office located in Sequoia Room 107 in Visalia, Hanford Hub or Student Services in Building A at the Tulare College Center. The add slip must have the student's signature and instructor's signature in order to have the class added. The add slips are valid through the Friday last day of the second week of the semester for full term courses.

During the third through the eighth week of the semester, students who attended a class prior to the 20% point but who failed to register for a class, may complete a Late Add Petition, which is signed by the student, the instructor, and area dean. If the petition is approved, the student will be added to the class by registration staff.

**Withdrawals from Courses (Drops)**

Students may withdraw or drop classes before Monday of the third week of a full semester or 20% of a short-term course, without a "W" on their transcript and with a refund of enrollment fees.

Withdrawals are authorized through the tenth week of a full semester course or 60% of a short-term course. A "W" will be recorded on the student's transcript and enrollment fees will not be refunded. Students can complete the withdrawal online.

Instructors shall clear their rolls of all students who have not attended the class no later than the end of the last business day before the census (first day of third week of semester) day. These students are purged by registration staff or by the instructor through their online faculty portal, resulting in a refund of all fees and no record of the class on the student's transcript. If a student has stopped attending class before the end of the tenth week of a full semester course or 60% of a short-term course, an instructor may submit a drop slip for the student or drop the student through their online faculty portal.

Late drop requests after the mandated final drop date can only be approved for specific, extenuating circumstances. Documentation must be included with the request. If

request is approved, student will be dropped with a “W” and no refund.

In extenuating circumstances, the law allows for students 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 and provided that a) student files a petition; b) the Dean of Admissions & Records approves the student’s petition; and c) the District permits additional withdrawals for which it does not receive apportionment.

Reference: Title 5, Sections 55758, 58004  
Adopted: December 11, 2007  
Revised: February 13, 2017