

Course Adds and Drops

Reference: Title 5, Sections 55758, 58004

A student's initial enrollment for all classes for each term shall be recorded by the student on a student program card and signed by a counselor. The student is given a copy of the program, and a copy is filed with the Office of Admissions and Records.

All changes, i.e., adds and drops, a student makes are recorded by the student on a change of program card and must be signed by a counselor. The student is given a copy of this change of program, and a copy is filed with the Office of Admissions and Records. In addition, faculty are given written enrollment verification notices reflecting adds and drops, respectively.

See Administrative Procedure 5075

See also BP 4265-PVC - Attendance Accounting Policy

(Formerly a part of PVC Administrative Procedure 5140)

10/29/08 College Council Approval

11/18/08 Board First Read

12/9/08 Board Second Read and Approval