

# ADD/DROP

---

## Add

A student may add courses or change a standard graded course to Pass/Fail or Audit during the first two weeks of a full term, the first week of a half term or mini-term, or before the second class meeting of a less than one-month mini-term.

## Drop

A student may drop a course(s) during the first two weeks of a full term, the first week of a half term or mini-term, or before the second class meeting of a less than one-month mini-term. No record of the student's brief enrollment will be recorded.

Courses may be dropped during the third through the ninth week of classes in a full term, during the second through the fourth week of classes in a half term or mini-term, and before the third class meeting in a less than one-month mini-term. A mark of "W" will appear on the transcript.

The effective date of the drop is the date the drop form is received and signed at the Enrollment Services Counter.

## Instructor Initiated Drop

Non-attendance does not constitute an official drop. The student is responsible for taking action to officially drop a course. However, the instructor reserves the right to initiate an administrative drop for any student who does not attend the first week of the semester. Academic departments may also administratively drop students from courses in which the student has not completed the prerequisite courses. Colleges are in charge of developing the procedure to administratively notify students that they have been dropped from the course. Please consult the Registration & Records website for procedures on how to drop courses.

## Waitlist

Waitlists will not close prior to the first day of classes. Waitlists will remain open during the first eight days of classes for a full term, and the first three days of class during a half term. During this time, students may add or drop their names to/from waitlists via the Student Information System.