



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Important Add/Drop and Enrollment Policy Information 2009-10

As you know, the state budget crisis has significantly impacted our programs and services. We are offering fewer sections and service hours have been impacted. The following is intended to answer some frequently asked questions about some difficult, but important decisions that we have been forced to make.

1. Q. Why were students limited to 16 units of enrollment districtwide?
 - A. With a reduction of more than 600 sections at City, Mesa and Miramar colleges, the decision was intended to provide access to as many students as possible. Our research shows that of the students that enroll in more than 16 units, 70% drop below 16 units by census. Students may add more classes, up to 20 units, after the semester begins (through the add deadline).
2. Q. Will the 16 unit limit also be in effect for Spring?
 - A. Yes. It is anticipated that there will be additional sections reduced for Spring so the goal is to provide the greatest amount of access as possible.
3. Q. Why are we not approving late drops?
 - A. This decision to strictly comply with State Regulations to drop “no shows” and students with “inactive enrollment” prior to census was made to allow the greatest access to courses. If students are dropped before census, it will open up seats for students on the waitlists. Faculty must drop students who are no longer participating prior to census.

Remember that dropping inactive students by census is the state law.

4. Q. Why are late adds not being approved?
 - A. State regulations require that students add before census for funding. In addition, students need to be officially enrolled for liability reasons. Many students “sit” in classes and do not officially enroll as a strategy to either delay having to pay their fees or to make sure they are going to a good grade. Strictly enforcing state regulations is intended to provide as much access to classes as possible. It is unfair to the students on waitlists to let other students sit in classes who are not officially enrolled. Online rosters and drop sheets provide an accurate status of students officially enrolled. Do not let students sit in class who are not officially enrolled since you will not be able to add the student after the add deadline.

5. Q. How have students been notified of these important changes?

A. Student were notified via email June 19, 2009 in a letter addressing service hour changes, limited availability of classes, 16 unit limit and that no late adds will be accepted. Information is also posted on Student Web Services.

Other Important Guidance

- Due to unprecedented demand for courses, it is more important than ever that faculty honor the wait list priority order.
- Due to parking and construction challenges, and general unavailability of open sections, faculty are advised to address class enrollment at the end of the first class session to avoid confrontations when students are late.
- **Reminder that we will not accept late adds for students who are not officially enrolled and remain in class.**