Requirements for Registration

A. Complete and file an application for admission.

B. Meet mandatory assessment requirement. All new Delta College students enrolling in college for the first time will be required to participate in skills assessment prior to registration, unless exempt under AP 5051.

C. Request official transcripts from any college previously attended. Transcripts should be forwarded by that institution to the Evaluations Office.

Regular Registration

A. Prior to each semester, the college will provide a regular registration period.

   Dates of registration will be available via the Internet and the Schedule of Classes. Detailed plans for registration will be developed and administered by the Director of Admissions and Records.

B. Enrollment in a regular semester or summer intersession must be undertaken by the close of registration period.

Implementing Prerequisites, Corequisites, and Limitations on Enrollment

Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the class through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or sought entry to the class through the prerequisite equivalency declaration process or the Matriculation Prerequisite/Corequisite Appeals Process (See AP 5052).

Student Unit Load

1. Regular Semester

   Students who have been unconditionally admitted may register for not more than eighteen (18) units prior to the beginning of each semester. Students may enroll for an
additional six (6) units after the semester has begun for a total unit limitation of twenty-four (24) units per semester.

2. Inter-Session

Students who have been unconditionally admitted may be allowed to register for not more than nine (9) units prior to the beginning of summer session. Students may add an additional three (3) units after the summer session has begun for a total unit limitation of twelve (12) units per intersession.

Students who have been conditionally admitted will be allowed to register for the number of units prescribed on the basis of their conditional admission to the college by the Vice President of Student Services. Students enrolled under Conditional Admission will not be permitted to add additional units without the written authorization of the Vice President of Student Services.

Adding Courses During Registration

Students may add classes through the registration period using the Student Telephone Assisted Registration (STAR) process or via the Internet.

Late Registration

A. Census Classes:

During the regular semester or the summer intersession, students may only register up to, and including, the last day of business immediately preceding the census date for the class.

B. Positive Attendance Classes:

Students may only register up to, and including, the last day of business before 20% of the number of days for which the course is scheduled to meet has passed.

Once the term has begun, enrollment into classes is subject to instructor approval using electronic wait lists or an Instructor Add Memorandum form. If the faculty member believes
there is a compelling reason to add a student after the above deadlines, the request must be approved by the Division Dean or the appropriate Vice President.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Withdrawals, or drops, prior to the beginning of the semester will be permitted without charge.

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students.

“Inactive students” includes:
- Students identified as no-shows,
- Student who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

As of July 1, 2009, a student may withdraw from a class and receive a "W" for the same course only three times. No student will be permitted to withdraw and receive a "W" in a class more than three times. By filing a petition requesting permission to enroll, a student may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the student will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course unless:

- The student withdraws from the class prior to the end of the fourth week of instruction or 30% of the term, whichever is shorter; or
- The Director of Admissions and Records approves such a withdrawal after a review of a petition submitted by the student which shows the withdrawal is justified because of documented extenuating circumstances.
Withdrawal from Graded Classes

A. Withdrawal from Full-Term Census Classes:

1. Students who withdraw from one or more classes through the last day of the first census week of the academic term will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.

2. Students who withdraw from one or more classes after the last day of the first census week through the last day of the fourteenth week of the fall/spring semesters or the last day of the fourth week for Intersessions, will have “W’s” entered on their transcripts for those courses in which they were enrolled at the time of withdrawal from college.

3. Students who withdraw from one or more classes after the last day of the fourteenth week of the fall/spring semester or the last day of the fourth week for Intersession, will have a grading symbol other than a “W” as prescribed in Administrative Procedure 4230, i.e., A, B, C, D, F, CR, NC, P, NP, IP, RD, or I, entered on their transcripts for those courses in which they were enrolled at the time of withdrawal.

4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses at any time after the last day of the first census shall have the notation “MW” entered on their transcripts in accord with the provisions of Administrative Procedure 4230.

B. Withdrawal from Classes not Coterminal with the Term and Actual Hours of Attendance Classes:

1. Students who withdraw from one or more classes during the first 30 percent of the class will have no entries made on their transcripts for the courses enrolled in at the time of withdrawal.

2. Students who withdraw from one or more classes in the period between 31 and 75 percent of the class will have a “W” entered on their transcripts for the courses in which they were enrolled at the time of withdrawal from college.

3. Students who withdraw from one or more classes during the final 25 percent of the class will have a grading symbol other than a “W” as prescribed in Administrative Procedure
AP 5075 Course Registration, Adds, and Drops

Reference: Title 5, Section, 55024 and 58004

4230, i.e., A, B, C, D, F, CR, NC, P, NP, IP, RD, or I entered on their transcripts for those courses in which they were enrolled at the time of withdrawal.

4. Notwithstanding the above, students who are members of an active or reserve United States military service and who receive orders compelling withdrawal from courses after the first 30 percent of the class shall have the notation “MW” entered on their transcript in accord with the provisions of Administrative Procedure 4230.

Withdrawal from College or from a Class:

Withdrawing from college or from a class is the responsibility of the student.

A. Student Initiated

Students should drop the class(es) using the Student Telephone Assisted Registration (STAR) process or via the Internet.

B. Instructor Initiated

1. Mandatory:
   A student who violates the District’s attendance policy within the first census period will be dropped by the instructor.

2. Voluntary:
   A student who violates the District’s attendance policy after the first census date may be dropped by the instructor prior to the last date for withdrawal specified above.

Withdrawal from the College, Withdrawal from a Class:

When a student withdraws from the College or withdraws from a class, the drop will be reflected on the electronic class list provided through the District’s electronic data system.