Requirements for Registration

A. Have an active application for admission on file.

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. Provide official transcripts from any college previously attended.

D. Clear all fees and/or administrative and academic holds that prevent enrollment.

Requirements for Attendance

It is the instructor’s responsibility to ensure that all students attending class are officially enrolled. Under no circumstances should a student be allowed to attend class if he/she is not officially enrolled.

Students are expected to attend class on a regular basis.

A. A student who fails to attend any of the first three class sessions at the beginning of a term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member. The foregoing statement will be read by every faculty member to every class at the first session and for as many subsequent sessions as the faculty member feels to be necessary.

B. No drops will be allowed from a credit class after 50% of the class has elapsed; a grade must be issued.

Mandatory Withdrawals

On or before the last business day before the course census date, a faculty member shall mandatorily drop a student who has been identified as a no show or is no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, and other circumstances beyond the control of the student. Non-participation is defined as excessive unexcused absences. Excessive absenteeism is defined as one more absence than the class meets per week.
BP 5075  Course Registration, Adds, and Drops

Discretionary Withdrawals

A student absent for any reason, for more than the number of times the class meets per week, may be dropped from the class for excess absenteeism providing the withdrawal deadline for the semester/term has not passed.

A student enrolled in a course, other than the standard semester in length, may be dropped if the student is absent for more than 10% of the total class meetings, providing the withdrawal deadline for the class has not passed.