

## REGISTRATION INFORMATION

### ADD CODES

Once classes begin, we still accept applications for admission. Although classes may be in a closed status, you should attend the first class meeting. If there are seats available, the instructor will issue an **Add Code** to students allowed to enroll in the course. The add code must be processed using the online registration system.

**Add code forms are no longer valid after the add deadline.** Please see the College Calendar at the front of this schedule of classes for the add deadline or ask your instructor for the exact date for your class. After the add deadline, you must have documented extenuating circumstances to add a class. Obtain a Late Add Form and Petition to the Academic Standards Committee in Admissions and Records. This form is due no later than the withdrawal deadline for your class. Please see the College Calendar at the front of this schedule of classes for the withdrawal deadline. Obtain short-term class deadline dates from your instructor; they are listed on the class roster in the right hand corner.

If an instructor gives you permission to add a class, he or she will give you an add code that lists the section number, the name of the course, assigns an add code, and shows instructor signature and first date of attendance. Access the online registration system, click on **Express Registration** enter the section number of the class, and then enter the four-digit add code number when prompted. You must pay your fees within 7 calendar days from the day you register. You must process your add by the add deadline. Once the deadline passes your add code will no longer be valid. Ask your instructor for the add deadline for your class; it is listed on the right hand corner of the class attendance roster.

To add a Continuing Education (noncredit) class, please obtain an add form from the instructor. Continuing Education courses do not require an add code. The signed form must be returned to the Continuing Education office on the Valencia campus, room V-110.

### DROP CLASSES

If you are eligible to use online registration, you may drop using **My Canyons** until the withdrawal deadline. All other students must come into the Admissions & Records Office during business hours to drop classes. If you drop your class prior to the drop deadline, no marks will appear on your transcript for that class. If you drop after the drop deadline but before the withdrawal deadline, a W will appear on your transcript as a grade. Please see the section marked Grades to understand what the grade of W means. You cannot drop a class after the withdrawal deadline. A final grade will be issued if you do not drop the class prior to the withdrawal deadline. See the calendar page for full semester

deadline date information. Obtain short-term class deadline dates from your instructor; they are listed on the class roster in the right hand corner. Success in college depends upon regular class attendance. Generally, instructors will drop a student who has excessive class absences. It is your responsibility to know the attendance regulations of each of your instructors.

**Once classes begin, students may no longer be dropped for non-payment of fees. This means it is your responsibility to drop your classes if you no longer plan to attend. If your fees are not paid by the add deadline for each class, a hold may be placed on future registration and all services: enrollment verifications, grades, transcripts, degrees, etc. No registration statements or parking permits will be mailed one week before the start of classes. If you have a BOGW and requested parking, you may pick up the parking permit at the cashier's window in the Student Business Office.**

### WAITLIST

When you register for a class and all the seats are filled, the registration system will ask if you want to be placed on a waitlist. This means that all seats in the class are taken, and you will be waiting for a seat to open up. If you answer yes, you will be added to the waitlist and given a waitlist number. For example, 3/10 means that you are number 3 on a waitlist of 10 students. Then as students drop out of the class, or are dropped for non-payment, seats will become available. The college will then enroll students from the waitlist into the class automatically. As students are enrolled, students remaining on the waitlist will move up closer to the top of the list. This process will be run daily until classes begin. Remember, this process may take place while you are away, and you have seven days to pay your fees. If payment is not received, you will be dropped from the class and will lose your position on the waitlist. It would be wise to make arrangements that fit your situation.

Once you are moved into the class from the waitlist, you will receive an email and phone call notifying you that you are enrolled and have seven calendar days to pay your fees. You should pay your fees right away or you may be dropped from the class and also lose your place on the waitlist. If this occurs, you can attempt to place yourself back on the waitlist, but there is no guarantee you will be able to get on the waitlist again. If you do not want the class, you can go online and drop it from your schedule, however, you cannot be placed back in your previous position on the waitlist.

You can only be in one section of the same class, like ENGL-091. However, you can be on multiple waitlists for different classes like ENGL-091, GEOG-101, and HIST-111. Please make sure the following are up to date

so that you are able to move from a waitlist to a class successfully. To move from the waitlist into the class you must meet the following criteria:

- We have your most current phone number and email address on file. We will contact you both by phone and email.
- You do not have any holds from a previous term.
- The class is not one you have taken previously.
- You have met any course prerequisites by submitting transcripts prior to the start of the registration period.
- The class does not conflict with any other already on your schedule.
- You will not be enrolled in more than 18 units if you are moved into the class.

### Waitlist Continuing Education (Noncredit Classes)

When a noncredit class has reached capacity, students will be added to a waitlist. Students on a waitlist will appear on the class roster. You will be telephoned by continuing education staff explaining that you have been placed on the waitlist and directed to attend class. If the instructor agrees there is room, you will be given a signed add slip where you may officially register through the Continuing Education office. At this time noncredit classes will not be issued an add code.

### PREREQUISITES

Some courses require the completion of prerequisites. A prerequisite is a course that must be completed, or a placement score that must be achieved, before a more advanced course is attempted. Students are advised to consult the course descriptions found in the current college catalog or schedule of classes to identify course prerequisites.

All prerequisites must have been completed with a satisfactory grade. "Satisfactory grade" means the grade earned must be a C or CR (P) or better; D, F, FW, or NC (NP) grades are not acceptable.

Many of our courses have prerequisites. Our policy allows you to enroll in the next course, but unless your final grade in the prerequisite course meets the minimum grade of a C, you will not be allowed to stay in the next course. Once the previous semester grades are posted you will be dropped from the more advanced course. The drop may happen after the semester has begun and could impact your ability to obtain another course.

**Prerequisite** - a condition of enrollment, typically a course or a placement score that a student is required to meet before being allowed to enroll in a more advanced course or educational program.

**Co-requisite** - means that there are two courses offered that connect to each other and the student is required to enroll in both of them.

**Strongly Recommended** - means that students are advised to strengthen their subject skills by taking the recommended course but are not required to do so.

### Challenge Process

Prerequisite challenge petitions are available in the Counseling and Admissions & Records offices. A prerequisite may be challenged for the following reasons:

- The prerequisite has not been made reasonably available;
- The prerequisite was established in violation of regulation, or in violation of District approved processes;
- The prerequisite is discriminatory or applied in a discriminatory manner; and/or
- You have knowledge or ability to succeed in the course despite not meeting the prerequisite.

In each case the student must provide documentation to support the challenge. Examples of documentation are transcripts, copies of certificates, proof of knowledge of the required material, etc.

The procedure for prerequisite challenge petitions is as follows:

1. Fill out a Prerequisite Challenge Petition.
2. Submit to Admissions & Records (if the class is closed, an add form with instructor's signature must also be attached).
3. Admissions & Records will enroll you in the class pending petition approval. You must pay for the class at this point and continue attending class until the petition is approved or denied.
4. The petition will be forwarded by Admissions & Records to the appropriate division for review.
5. **If the petition is approved**, you will be sent a copy and will be officially enrolled in the class.
6. **If the petition is denied**, you will be sent a copy of the petition, an administrative drop will be processed and a refund of class fees will be sent to you.

### REPEAT CLASSES

The registration system will block you from repeating a course in which you have received a passing grade, or if you have repeated it too many times.

A course may not be repeated for credit or for grade point average improvement if a grade of C or better has been received. Any exception to this regulation must be approved by petition prior to registration.

Courses in which you have previously received a substandard grade (D, F, FW, or NC (NP)) may be

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repeated, unless otherwise indicated in this schedule of classes. For repeat limitations, contact the Counseling Office. The last grade received will be counted in grade point average and units.

### AUDIT CLASSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to Ed Code 76370. Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowed repeats. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. The following list of courses has been approved for auditing:

Nursing Science- all  
 Animation Science-all  
 Art-091L  
 Dance-160, 161  
 ESL-040, 050  
 Graphics and Multimedia Design- 090L, 094L, 097L  
 Music- 080, 081, 082, 083, 116, 153, 173, 174, 175,176, 177, 185,186  
 Photography-090L, 091L  
 Radio/TV/Film-090L, 091L  
 Theatre-090L, 092L, 093L, 120, 161, 190

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Education if you wish to audit classes.

### Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. Students wishing to audit a course must be in at least grades 11 to 12. Those students in grades kindergarten through 10 are not eligible to audit classes. The exception to this rule is the music classes listed above.
3. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
4. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
5. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Education Office.
6. Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Education Office.

**High School Registration is now Online!**

