

THE DEPARTMENT OF HISTORY PROCEDURES FOR ADDS & SECTION CHANGES

ADD PROCEDURES

During the first week of the quarter – Faculty and graduate associates should inform students to keep trying to add or get on the wait-list through the Web enrollment system. Students may access the wait-list through Q3 on the Web that will close on Friday of the first week at midnight.

During the 2nd week of the quarter, Faculty & graduate associates may give students permission to add if they feel they have space available. They must write a note, signed and dated, that the student must bring to the History Department to the Receptionist. The Receptionist will complete the proper paperwork. **PLEASE NOTE: THE HISTORY DEPARTMENT DOES NOT GIVE OUT BLANK ADD SLIPS – GIVE YOUR STUDENT A SIGNED NOTE.**

CHANGE IN LATE ADD POLICY: Effective in winter quarter 2011, The Division of the Arts and Humanities will no longer allow students to add a course after the second week of the quarter. There will be no exceptions.

SECTION CHANGE PROCEDURES

If a student wants to switch into a certain section and there is room, please write a note to Maria Mazon, who will process the change on the computer up to the end of the first week of the quarter. Please list the call # of the course the student is changing into and make sure their name.# and phone number are listed on the note. Students must go through the add/drop procedure after the first week of the quarter, this change is due to the new SIS system.

ABSENCE REPORTS

To drop students who have missed 3 or more consecutive class meeting or who do not take quizzes, midterms, etc., you may fill out an absence report on each student who has been absent (the receptionist has the forms). Absence reports should be turned in to the receptionist. The receptionist will forward the absence report on to the proper college office for processing. The college office should sent a copy of the absence report back to the instructor letting them know if the student has been dropped or if the student is going to continue with the course.