

Spring Semester 2012

Palomar College
Admissions & Records Office

Enrollment Form
(ADDS/DROPS)

Office Use Only

Palomar User ID

Name _____
Last First M.I.

Birth Date _____
Mo Day Yr

Initial Enrollment Adds

Use eServices to add or enroll in classes. See deadlines on reverse.

Class Number	Course	Faculty Signature *	Date

* Student has been participating since the start date of class or before the census date and should be added.

STUDENT REPRESENTATION FEE
A Student Representation Fee of \$1.00 will provide support for students or representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal government. You may, for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee. If you decide not to participate, please indicate your reason here.

DROPS (Deadlines on back) No refunds or waivers after January 30, 2012
It is the student's responsibility to officially drop classes or be subject to an "F" grade.

Class Number	Course	

Student Signature _____

Date ____ / ____ / ____

Add/Drop Timetable

Student eServices at www.palomar.edu

Enrolling/ Adding A Course	SEMESTER-LENGTH CLASSES	FAST TRACK 1 CLASSES	FAST TRACK 2 CLASSES	
Begin Date	1/17	1/17	3/26	
End Date	5/18	3/16	5/18	
Last Date to Wait List	1/11	1/11	1/11	
Last Date to Add Without Permission Code	1/22	1/22	4/1	
Last Date to Add With Permission Code	1/29	1/29	4/5	
Permission Numbers	<ul style="list-style-type: none"> Are 6-digit numbers that are assigned to students by instructors to authorize enrollment in a class that is closed. Are different from class numbers. Are UNUSABLE after the above deadline dates. DO NOT DELAY in adding your class with permission number. After the deadline dates, you will not be allowed to add.			
Refund/Waiver Deadline: January 30, 2012 or 13 days after the class start date for a short-term class. No refund for open entry/open exit class if added after refund/waiver deadline.				
Wait List Policy	Before the beginning of the semester, if a class is closed, you may place your name on a wait list (if available). If a seat opens up you will be automatically added. Check your schedule in eServices periodically to confirm your status.			
Dropping A Course/ Withdrawal From College	Last Date to Drop With No Grade on Record	2/15	2/3	4/13
	Last Date to Audit/CR/NC	2/16	2/4	4/14
	Last Date to Drop With a W Grade	3/10	2/14	4/23
Credit/ No Credit Grading	Complete CR/NC grading form and return to Admissions Office. <u>Instructor's signature NOT required</u>	Auditing A Class	Not all classes are available for auditing. Secure application for audit and return to Admissions Office. <u>Requires faculty, department chair, and Dean's signature</u> . If changing from credit to audit status after the refund/waiver deadline of January 30, no enrollment fees will be refunded and the \$15 per unit audit fee will be charged. There is no deadline for original registration under audit status. No refunds or waivers after January 30, 2012.	