

Summer Session 2009

Palomar College
Admissions & Records Office

Registration Form (ADDS/DROPS)

Office Use Only

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Palomar ID

Name _____
Last First M.I.

Birth Date

Mo	Day	Yr

Initial Registration Adds

Use eServices to add or register 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 July 5, 2009

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

eServices at www.palomar.edu

Registering/ Adding A Course		6 WEEK CLASSES	8 WEEK CLASSES
Begin Date		6/22	6/22
End Date		8/03	8/17
Last Date to Wait List		6/17	6/17
Last Date to Add Without Permission Code		6/25	6/29
Last Date to Add With Permission Code		6/28	6/30
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: July 5, 2009 for 6-Wk & 8-Wk Classes. No refund or waiver 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	7/02	7/08
	Last Date to Audit/CR/NC	7/06	7/09
	Last Date to Drop With a W Grade	7/13	7/20
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 and Dean's signature.</u> If changing from credit to audit status after the refund/waiver deadline of July 5, no enrollment fees will be refunded or waived 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 July 5, 2009.