Purpose: This form is designed to assist students who require support in adding or dropping courses when they encounter difficulties making the desired changes through MyPalomar. **The final day for students to be added to the waitlist is the Saturday before classes begin. Please be aware that no additional students can be added to the waitlist after this date.** This form cannot override enrollment holds or prerequisite requirements. All holds and prerequisite requirements must be addressed before submission. Completed forms are submitted to the Admissions Office: **admissions@palomar.edu**

Semester/Year: ☐ Summer _____ ☐ Fall _____ ☐ Spring _____
(Year)   (Year)   (Year)

Student's Name - Last, First, MI			Date of Birth	Palomar ID Number

Add/Drop	Class Number	Course Title	To be completed by Faculty if class is closed/waitlisted. A Faculty Signature confirms: · Approval for the student to be enrolled in the course despite waitlist or closure. · Late Adds: Student has been participating since the start of class or before census date.	
(Select Add or Drop)	(Example: 71303)	(Example: ENG 100)	**Faculty Name**	**Faculty Signature**
☐ Add ☐ Drop*				
☐ Add ☐ Drop*				
☐ Add ☐ Drop*				
☐ Add ☐ Drop*				

*Students who drop courses after the No Notation date will receive a "W" grade issued for withdrawal from the course.

STUDENT REPRESENTATION FEE

The $2 Student Rep Fee supports the Associated Student Government (ASG) of Palomar College by providing funds to allow student representatives to state their positions and viewpoints before local, state, and national governments and agencies. These representatives advocate and lobby for legislative issues that affect and benefit all Palomar College Students. If you decide not to participate, please indicate your reason here: _____

By signing and submitting this form, I understand that I am responsible for tuition and fees that may be incurred when adding or dropping a class.

Student Signature : _____   **Date :** _____

Only physical or Adobe Fill and Sign signatures are acceptable. NO TYPED SIGNATURES!

Registering /Adding A Course	**First week of instruction**	**Second week of instruction up to Census Deadline**	**After Census Deadline**
	Use MyPalomar to add a class. If class is closed, student may obtain permission by contacting the instructor for the class. Please note that instructors have the discretion to admit or deny students in such cases. They are not obligated to allow additional students into a closed or waitlisted class.	Classes require instructor permission during this time frame. Fast-Track or Self-Paced Open-Entry classes may have separate Census Deadlines. Please refer to "**Class Details**" of each class for more information. Add/Drop Form must be submitted with faculty signature.	After the specified census deadline for each class, permission is required for enrollment. This includes Fast-Track or Self-Paced Open-Entry classes. To obtain permission, the Add/Drop Form must be submitted, along with the faculty's signature.

Refund Deadline: 13 calendar days after start of session

Permissions List	If the instructor gives permission to a student to add a closed class, the instructor will need to add the student to their student specific permission list. Students on a wait list who are added to the student specific permission list, will be added automatically, if there are no holds. Students "crashing" the class who are added to the student specific permission list will need to register for the class through their MyPalomar portal prior to the add deadline. DO NOT DELAY in adding your class with permission. After the deadline dates, you will be required to obtain a faculty signature.
Waitlist Policy	If a class is closed, you may place your name on a waitlist (if available). MyPalomar uses an auto-enroll system. Auto-enroll will automatically enroll waitlisted students based on their position number when a seat becomes available. Auto-enroll occurs regularly throughout the registration period prior to the beginning of a semester. The final day for students to be added to the waitlist is the Saturday before classes begin. Please be aware that no additional students can be added to the waitlist after this date. You can visit our Waitlist information page for more information.

Dropping a Course/ Withdrawal From College	**NO NOTATION DATE** Please refer to your Class Schedule in MyPalomar to view the "No Notation Date". Dates may vary depending on start date. You may also use MyPalomar to drop a class. Faculty permission is not required. No notation or grade will appear on your record.	**"W" GRADE PERIOD – 50%** The "W" GRADE deadline is 50% of days in session. Please refer to your Class Schedule in MyPalomar to view the "Last Day to Drop with W". Dates may vary depending on start date. You may also use MyPalomar to drop classes. Faculty permission is not required. A "W" grade will appear on your record.	**EVALUATIVE GRADE PERIOD–51%** The "EVALUATIVE" GRADE period is 51% of days in session or after. No drops are allowed during this period. An evaluative grade (A,B,C,D,F, FW) or "I" must be given.

Pass/ No Pass Grading	Complete the Pass/No Pass Form and submit to Admissions Office. Can be submitted up until the last day of instruction for the class.	Auditing a Class	Not all classes are available for auditing. You may complete and submit the Audit Form to the Admissions Office. *Requires faculty, department chair and and dean signature.* If changing from credit to audit status after the refund deadline, 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.