

	Title: Procedure For Policy # POL-	Procedure# PRO- Revision # 0.0
Prepared By:	Preparer's Title	Date Prepared: mm/dd/yyyy
Approved By:	Administrative Team	Date Approved: mm/dd/yyyy
Approved By:	College President's Signature	Date Approved: mm/dd/yyyy

XXX.1 PURPOSE

This procedure establishes guidelines to assist faculty and advisors to help students enroll in classes for which they have met the prerequisites. It also creates a way to administratively drop a student from a course for which they have not met a prerequisite in a timely fashion so that the student has the time to enroll in other courses.

XXX.2 BACKGROUND

Students are prevented from enrolling in courses that they do not meet the pre-requisite for. However, during early enrollment, students are enrolled in courses with the assumption of passing.

XXX.3 SCOPE

This procedure will affect all students who enroll during early registration.

XXX.4 RESPONSIBILITY

Faculty and the Registrar are responsible for ensuring this procedure is followed.

XXX.5 PROCEDURE

1. Faculty check their class roster and review any COURSE AUTHORIZATIONS that were entered for their course.
2. Faculty member prints out a class roster and brings it to enrollment services identifying the student and writing "No Pre-Req" next to the student's name, at which point the student is dropped administratively by the Enrollment Services staff. The faculty should monitor and do this by the third day of the quarter.
3. Enrollment Services notifies the student via email that they have been dropped from the course and informs them that they should meet with an academic advisor to revise their schedule.