De Anza College

FALL 2012 NEW REGULATIONS/DEADLINES

Registration Changes for 12 Week Classes

• Drop No Shows the first meeting of the class
• Last day to Add – Second Saturday (10/6)
• Last Day to Drop for Refund – Second Saturday (10/6)
• Last Day for No W/Grade of Record – Second Sunday (10/7)
• Census Day AND W Day – Third Monday (10/8)
• There is no longer a week of “no grade of record”
• No late drop No Show/add petitions – must be within the deadlines

Registration Deadlines for Late-Starting Classes

• In MyPortal in Active Roster for Faculty
• In MyPortal under View My Class Schedule for Students
• In Banner under SSAACCL

Changes for Students with 2Ws in Same Course

• Banner blocks registration in which student already has 2Ws in a row
• Students will go to Counseling for review/override
• A&R will process override
• If student withdraws again, A&R will notify the faculty to assign a grade (per regulations student cannot earn another W)

Changes in Number of Enrollments in Same Course

• Limits students to 3 enrollments in the same course (combo of W/F/D)
• Students petitioning for 4th enrollment submit petition to VPSS with documented extenuating circumstances, or proof of lapse of time, or training requirement
• All other requests for enrollments over three will be denied and students will be advised to attend another college to complete this class requirement
• Repeats are district-wide.

Changes in Attendance Requirements

• Faculty must collect/verify attendance for state audit for TBA and positive attendance classes. Docs should be submitted to Admissions for scanning.