

Academic Senate - Student Affairs Committee
Add Code Policy Recommendations – Fall 2010

Issue: Instructors may be using enrollment procedures relating to add codes that are inconsistent with Title 5 Sect 58108 (Registration and Enrollment Procedures).

Title 5 policies possibly being violated:

1. Students will not be required to participate in any preregistration activity not uniformly required.
2. The college or district shall not allow anyone to place or enforce nonacademic requisites as barriers to enrollment or in the successful completion of a class.
3. Registration procedures that result in restricting enrollment to a specialized clientele shall not be used.

Prohibited Practices

The Student Affairs Committee advises against the following practices:

1. Enforcing non-sanctioned prerequisites which are not published in the schedule of classes. This would include making “advisories” mandatory prerequisites for taking a class.
2. Requiring diagnostic test(s) as a condition of taking a course.
3. Asking the student to make a purchase (such as a textbook, the Professor’s course handouts or other accessories) as a condition for obtaining an add code.
4. Requesting information of a personal nature (such as pictures, hobbies, ethnic background, etc.) from the student as a condition for obtaining an add code.
5. Rejecting a student’s request because of his/her verbiage (such as incorrect grammar, tone that is slightly persistent or familiar, etc.) in an e-mail or other communication.

Communication w/Instructors

- Department Chairs Meeting
- Faculty All
- Visit Department Meetings of Impacted Departments

Communication w/Students

- Admissions and Records
- Associated Students Meetings
- Student Focus Groups/Panels