



Short-Term Course Census Add/ Drop Form

Submit completed form and roster by email to MJCEseforms@mjc.edu, in-person or interdistric mail to Enrollment Services.

Today's Date: _____

Course Information

Instructor Name: _____ Course Start/End Date: _____

| Term/Year | Course Name | Section # | Units | Indicate Add or Drop |
|-----------|-------------|-----------|-------|----------------------|
| | | | | |

INSTRUCTIONS:

- **This form must be submitted within five (5) days of class census date.**
- **This form is initiated by the Instructor and must have Dean's signature before being forwarded to Enrollment Services.**
- **Attach attendance roster to verify each student's attendance or non-attendance.**

IMPORTANT Instructor Note:

It is your responsibility to clear your rosters of no shows and certify online by the census deadline. This form does NOT take place of roster certification. Please certify your roster with course changes made from this form within 48 hours of the form being received in Enrollment Services. By signing below, you are stating you understand this policy and will abide by the regulations in Title 5, § 58004.

Application of Census Procedures.

§ 58004. Application of Census Procedures.

(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows: As of each census day, any student who has

- (1) Been identified as a no show, or*
- (2) Officially withdrawn from the course, or*
- (3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.*

Instructor Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

| OFFICE USE ONLY | |
|-----------------------|--|
| Census Date: _____ | Refund Date: _____ |
| Comments: _____ | |
| Staff Initials: _____ | Date: _____ <input type="checkbox"/> Financial Aid |