

<b>DEVELOPMENTAL MATHEMATICS SAMPLE ADD PROCEDURE</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		January 7 <sup>th</sup> Classes begin	8 <sup>th</sup>	9 <sup>th</sup>
Computer registration OPEN. No instructor approval needed for OPEN sections. Instructors MAY add students into FULL sections by following the add card procedure.				
12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	16 <sup>th</sup>
Computer registration OPEN. No instructor approval needed for OPEN sections. Instructors MAY add students into FULL sections by following the add card procedure.			Computer registration CLOSED. Instructors MAY add students into sections by following the add card procedure. \$5 fee applies.	
19 <sup>th</sup>	20 <sup>th</sup>	21 <sup>st</sup>	22 <sup>nd</sup>	23 <sup>rd</sup>
Computer registration CLOSED. Instructors MAY add students into sections by following the add card procedure. \$5 fee applies.				
26 <sup>th</sup>	27 <sup>th</sup>	28 <sup>th</sup> Campus deadline: Last day to add classes.		
Computer registration CLOSED. Instructors MAY add students into sections by following the add card procedure. \$5 fee applies.				

### **ADD PROCEDURE FOR THE FIRST WEEK:**

DO NOT ADD ANY MORE THAN 3 EXTRA STUDENTS INTO A FULL SECTION. Encourage them to add into an open section at another time. All students must meet the mandatory prerequisites for the class, so after you sign the add card the student must take the signed card to a GA advisor in LA 221 to have their prerequisites checked. If the prerequisites are met the advisor will add the student to your class.

### **ADD PROCEDURE FOR THE NEXT TWO WEEKS:**

IT IS STRONGLY ADVISED THAT YOU DO NOT ADD STUDENTS INTO YOUR CLASS AFTER THE FIRST WEEK. DO NOT ADD ANY MORE THAN 3 EXTRA STUDENTS INTO A FULL SECTION. Encourage them to add into an open section at another time. All students must meet the mandatory prerequisites for the class, so after you sign the add card the student must take the signed card to a GA advisor in LA 221 to have their prerequisites checked. If the prerequisites are met the advisor will stamp the add card. The student then takes the add card to the cashier and pays a \$5 late fee. Finally the student adds the class at registration.