

## Faculty Drop/Add Procedures

The Drop/Add period for the Fall 2007 term is Monday, August 27 through Friday, August 31. The Registrar's Office will still accept completed drop/add forms from students through Wednesday, September 5.

Students may drop classes without an instructor's signature.

If a student adds your class, you must sign a drop/add form for the student. The student's academic advisor must also sign their drop/add form.

If a student who is on the wait list adds your class, you must sign a drop/add form for the student. The student's academic advisor must also sign their drop/add form.

If there are any students who do not attend your class, please e-mail the Registrar [jodom@stmarys-ca.edu](mailto:jodom@stmarys-ca.edu) and I will administratively drop them from your class.

The Registrar's Office is open from 7:30 a.m. to 5:00 p.m. during the Drop/Add Period.