

Educational Program Series—4000

CLASS LIST AND REGISTRATION

Accurate Class List

Instructor is responsible for ensuring the class list in the college learning management system and digital gradebook accurately reflect the students in attendance of the course.¹

Registration

Faculty must ensure that all students in attendance are registered for the course by Friday of the second week of term. Students who want to attend a course must register themselves using the My Chemeketa student registration system. Faculty do not have the ability to register students in their course.

Students attempting to register for courses after the beginning of term may need additional overrides assigned by faculty through My Chemeketa faculty self-service.

No Show Drop

When a student does not attend a standard course or come to a mutual agreement with the instructor, either electronically or in person, by the start of the second class session or, for online courses, participate by Thursday of the first week of the term, they **must** be dropped by the instructor using the electronic No Show Drop process.

Electronic No Show Drops can be processed through the “Monday of the third week of the term” for standard term and first 5 week sessions, or “Monday of the eighth week of the term” for second 5 week sessions. Faculty can process the electronic No Show Drop within My Chemeketa faculty self-service. Once the student is dropped, they will automatically receive an email informing them of the change to their schedule. Offices needing this information (e.g. financial aid, veterans services, international students, etc.) will have access via a report.

No Show Drops processed outside of the timeline must be processed using the Administrative Add/Drop Request Form and require Dean or Director approval.

In the event that a student is no show dropped and needs to be re-registered in the course, the instructor will work with their Dean or Director to complete the Administrative Add/Drop Request Form.

February 21, 2020

Adopted College Council

Revised by College Executive Administration

¹ 34 CFR 668.21