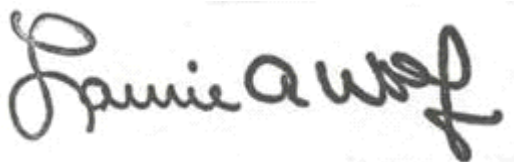


DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: ACADEMIC AFFAIRS
Subject: Admitting Students to Classes
Effective Date: August 1, 2003
Number: ES 4040

- I. Scope
 - A. To outline the process for admitting students to class.
- II. Institutional Regulations
 - A. State law mandates that all students attending a class will be registered.
- III. Procedure
 - A. At the start of every term, a class list is generated for every section offered. Students who have registered before the start of the term will be listed on the first class list and may be admitted to the class.
 - B. Students not on the revised or second class list must have a receipt of admission to continue in the class. This receipt may be one of the following:
 - 1. Class Schedule Form
 - 2. Drop/Add Form
 - 3. Special Registration Form
 - C. Students who cannot verify their registration may not remain in the class and must be referred to the Student Records Office.



APPROVED: _____
Executive Dean, Student Services

Date: 8/22/03 _____



Senior Vice President, Academic Affairs

Date: 8/22/03 _____