RE: PLEASE FOLLOW THE PROCESS BELOW TO ADD STUDENTS.

Dear FYE Faculty Member,

As we are about to start the Fall semester, I wanted take a moment and review the FYE add/drop policy. The FYE program is different than other classes when it comes to adding students, we often have our own waitlist of students who have already signed contracts.

1. **Students may only be added to your House by the FYE office, no exceptions.** If the enrollment of your House is under 30, we will add students in the order they appear on the waitlist.

   If all the faculty in a House agree to add a student (he/she must meet the prerequisites, and be able to take all the classes):
   a) Fill in the student’s name and student number only on the attached FYE contract
   b) Email the document to Monica Castro (macastro@cerritos.edu) in the Learning Community office.
   c) Please cc your colleagues on this email so they will have a record of the student being added to the FYE House.
   d) Send the student to the Learning Community office to complete and sign the contract. We will add the student to the classes.

2. When classes begin Monday, August 17th, students will not be added to any House until all the classes have met at least one time (to determine which students are to be dropped, if any).

3. Once all the faculty in a House have agreed to drop a student, you may do so, would you please notify Monica Castro (macastro@cerritos.edu), in the FYE office? She will then move the next student up on the waitlist.

4. Students may come to the FYE office and fill out a contract and add their names to the class/waitlist during the first week of classes.

If you have any questions, please contact Monica, or me.

Sincerely,

Mary Kay Toumajian
Counselor/FYE Coordinator