

Dear Faculty and Staff:

As classes begin, we would like to share with you details about the "line drop" practice and important quarter dates.

Some faculty members at Cal Poly employ "line-drop" (i.e., dropping students who do not attend the first class session). Despite our notifications, some students (primarily new first-years) erroneously assume that **every** instructor drops students who do not attend the first class session. Consequently, they believe that they will be dropped by not attending and end up with an F or WU in a class they never attended.

If you do not employ the "line-drop" practice, please keep an eye out for those students who appear in your class roster but do not attend your lectures. Please reach out to the student or notify our office as soon as possible so that we can help them either drop or withdraw from your class.

**To complete \_\_\_\_\_ Line Drops, faculty should NOT submit their class or waitlist rosters to the Office of the Registrar in Bldg. 1.**

Instead, please follow these steps:

- 1.) Draft an email from your Cal Poly email account.
- 2.) In the subject line of the email, include the phrase "Line Drop" and specify your class and section. The following should be used as examples:
  - a. Line Drop for ENGL 134-01
  - b. Line Drop for MATH 102-01
- 3.) In the body of the email, list the student name(s) and EMPL ID(s) of the student(s) who should be line dropped.
- 4.) Indicate if the student is enrolled or on the Waitlist.
- 5.) **ONLY** include the name(s) and EMPL ID(s) of the student(s) who should be line dropped.
- 6.) Send the completed email to [records@calpoly.edu](mailto:records@calpoly.edu).

FYI - Faculty Course Info is live data and the Printable Course Info Channel is refreshed nightly.

**The deadline for submitting Line Drops is \_\_\_\_\_.**

**During the fifth through eighth day of the \_\_\_\_\_ term (\_\_\_\_\_ through \_\_\_\_\_) students will need to get a Permission Number from the course instructor in order to be enrolled.**

**Permission numbers will be available on the printable course information channel beginning on \_\_\_\_\_. If you require access to Permission Numbers before the \_\_\_\_\_, please contact your department office.**

As you prepare your syllabi and other materials for \_\_\_\_\_ term, please be advised that in order to comply with Academic Senate resolution [AS-635-05](#), one of the two Monday academic holidays will be made up by following a Monday class schedule on Tuesday, \_\_\_\_\_. Classes will resume with a normal schedule on Wednesday, \_\_\_\_\_. If you have questions, please refer to the [Academic Calendar](#).

Here are some additional details that may be helpful for you to know:

\_\_\_\_\_ - Last day for students to add, drop, and edit variable unit courses

\_\_\_\_\_. - Last day for students to change Credit/No Credit grading option

Tuesday, \_\_\_\_\_ – Classes follow a Monday schedule.

Class seat availability is viewable in the portal, in Class Schedule in PeopleSoft, and Dashboards.

We wish you a successful quarter,

**Office of the Registrar**

[www.registrar.calpoly.edu](http://www.registrar.calpoly.edu)