

ADMINISTRATIVE REGULATION 5075

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

ADDS AND DROPS

I. ADDING CLASSES

- A. Students may add open classes without instructor permission during the registration period until the class fills or the day before the first class meeting. Students are required to meet prerequisites and must enroll for required co-requisites.
- B. Once a class fills, a Waitlist may be established at the instructor's or department's discretion. Once a Waitlist exists, if an enrolled student drops the class, that seat will be made available to the first student on the Waitlist. That student will be automatically notified (email and/or text message) with an Add Priority Code (APC) and instructed to enroll before the end of the next calendar day. If the student fails to enroll, the seat will be made available to the next student on the Waitlist. When the Waitlist is exhausted, the class will reopen.
- C. Once the first day of the associated term/session for the course commences, a student may only be added by formal request to and with permission from the instructor.
- D. The instructor may issue an APC that will override the closed class condition. The last day to add is the APC expiration date, which defaults to the day before census. However, instructors have the discretion to stipulate an earlier date for the APC to expire. APCs are not transferable.
- E. Students may not enroll in multiple sections of the same credit course within a term, nor may they enroll in sections for which the scheduled meeting times overlap.

II. DROPPING CLASSES

- A. Students enrolling in classes prior to the start of the semester are given a deadline to pay their registration fee. Students who do not meet their fee obligation by their deadline date may be administratively dropped from classes. Students must pay immediately at the time of registration for course enrollments five (5) business days or fewer prior to the start of the semester.
- B. It is the student's responsibility to drop from classes that they do not wish to attend. Non-payment of fees will not constitute a disenrollment from all courses. No notation will be made to the student's transcript for drops occurring before the 20 percent point

of the class. Failure to drop may result in a failing grade and/or obligation to pay associated registration fees.

- C. Drops (student or instructor) officially processed by the published refund deadlines are entitled to a refund of enrollment fees, non-resident tuition, and capital outlay fees. See Board Policy and Administrative Regulation 5030 – *Student Fees* for additional information.
- D. The instructor has the responsibility for adding and dropping students in accordance with Board Policy and Administrative Regulation 5070 – *Attendance*.

III. WITHDRAWALS

- A. Withdrawals (“W”) (student or instructor) from a credit class shall be authorized from the 30 percent point of a class through the 75 percent point of a class.
- B. In the event a student experiences extenuating circumstances (such as verified cases of accidents, illnesses, or other circumstances beyond the student’s control) either before or after the withdrawal deadline, one of the following types of withdrawals may be authorized.

- 1. Military Withdrawals (“MW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

A military withdrawal occurs when a student, who is a member of an active or reserve United States military service, receives orders compelling a withdrawal from courses.

Students must submit their request to the Admissions and Records Office.

- 2. Excused Withdrawals (“EW”) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations.

An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s) and may include a job transfer outside the geographical region, a severe illness of the student or in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of the student’s behavioral violation or if the student requested and was granted a mid-semester transfer.

Students must submit their request to the Admissions and Records Office.

IV. TRANSFERS

- A. Students may transfer from one section to another section of the same course upon approval of both instructors.
 - a. Both sections must be of equal length and in the same term.
 - b. Transfers shall not be considered withdrawals.
- B. Students may transfer from one level up or down upon faculty approval of both instructors and if prerequisites have been met.
- C. Students may be charged additional enrollment fees for a transfer depending on unit value of class or timing of transfer.

References:

California Code of Regulations, Title 5, Sections 55007, 55023, 55024, and 58004