

# 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. As of the first class meeting, instructor permission is required to enroll.
- C. 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.
- D. The instructor may issue an APC which 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 or request a deferral from the Bursar's Student Payment Office. Students who do not meet their fee obligation by their deadline date may be administratively dropped from classes. Beginning one week prior to the start of the semester, student enrolling in classes must pay immediately at the time of registration or may be administratively dropped from classes.
- B. It is the student's responsibility to drop from classes that they do not wish to attend. No notation will be made to the student's transcript for drops occurring before the 20% point of the class. Failure to drop/withdraw 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 BP 5030 and AR 5030 for additional information.

III. WITHDRAWALS

- A. Withdrawals (student or instructor) from a credit class shall be authorized from the 20% point of a class through the 65% point of a class.
- B. Withdrawals after the withdrawal deadline may be authorized in the event the student experienced extenuating circumstances and after consultation with appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstance beyond the student's control. Students submit their request to the Admissions and Records Office. Appropriate faculty means the instructor of the class, or in the event the instructor cannot be contacted, the department chair of the academic dean.

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, Section 55007, 55023, 55024*