**  
Spring 2012 Term**

**Dropping, Adding, and Withdrawing from your OCC Courses**

Prior to the First day of the Semester:

Drop

You may drop a course and will receive a full tuition refund. The Course will not appear on your transcript. No permission is required. EXCEPTION: You may not drop developmental English (ENGL 091/ ENGL 095) unless you are dropping all of your courses.

This applies to all Ocean County College students.

Add

You may add a course to your existing schedule as long as you have completed any necessary prerequisite(s) and there is an available seat. You may do this through your Ocean Cruiser. If you are in developmental courses, you will need to work with your E-learning advisor (elearning ADV@ocean.edu) to add a course. This will be in effect until all developmental courses are completed.

This applies to all Ocean County College students.

First day of the Semester (Jan. 23rd) through Attendance Census Date (Feb. 3rd)

**\*Please note that if you are a financial aid student or a veteran, you should consult the appropriate office before dropping courses as a change to your schedule might affect your eligibility.**

Drop

You may drop a course without permission and you will receive a 50% tuition refund. If you are adding a course at the same time, there is no loss of the 50% refund. The dropped course will not appear on your transcript. EXCEPTION: You may not drop developmental English (ENGL 091/ ENGL 095) unless you are dropping all of your courses.

How to drop:

On campus students taking DL courses- Prior to the close of business on the attendance census date, fill out an Add/Drop form and take it to the Registration and Records office in Building #9 on campus.

Students who are taking their entire degree online, non-degree DL students, and visiting DL students – Prior to the close of business on the attendance census date, fax a letter requesting you be dropped from specific courses to the Registration and Records Office. This letter must be signed by the student and include the student’s I.D. number, address, telephone number, and email address; term, course number, section, course title, of all courses which you would like to be dropped from.

FAX 732.864.3849

ATTN: Course drop.

First day of the Semester (Jan. 23rd) through Attendance Census Date (Feb. 3rd)

Add

You may add a course for the first two days of the semester without seeking consent. You will not be able to do this through Ocean Cruiser. If you are taking your entire degree online, you should contact your E-learning advisor via email at [elearningADV@ocean.edu](mailto:elearningADV@ocean.edu) and request that you be added to the course. Any other student taking DL courses must contact OCC’s Registration and Records office or the Advising office either by phone or walk-in.

From the seventh day of classes (Jan. 30th) through the attendance census date (Feb. 3rd), you need the instructor’s consent to add a class. If you are taking your entire degree online, you will send an email to your E-learning advisor at [elearningADV@ocean.edu](mailto:elearningADV@ocean.edu) requesting that the class be added to your schedule, along with an email from the professor of said class granting permission for you to be added to their course. The E-learning advisor will contact you and perform the necessary class addition. Any other student taking DL courses must contact OCC’s Registration and Records office or the Advising office either by phone or walk-in.

Up To and Including Withdrawal Deadline (Feb. 3rd to Apr. 2nd)

**\*Please note that if you are a financial aid student or a veteran, you should consult the appropriate office before dropping courses as a change to your schedule might affect your eligibility.**

Email your instructor for your “Last Date of Attendance”. Fax a letter along with your instructors email, requesting you be withdrawn from specific courses to the Registration and Records Office before the Withdrawal Deadline. This letter must be signed by the student and include the student’s I.D. number, address, telephone number, and email address; term, course number, section, course title of all course which you would like to be withdrawn from.

This applies to students who are taking their entire degree online and DL students.

Courses from which you are withdrawn will appear as a “W” on your transcript.

FAX 732.864.3849

ATTN: Course withdrawal

After Withdrawal Deadline until the End of the Semester (Apr. 2nd through May 14th)

**\*Please note that if you are a financial aid student or a veteran, you should consult the appropriate office before dropping courses as a change to your schedule might affect your eligibility.**

You cannot withdraw from a course or change your course section for any reason. Your course and your earned grade will appear on your transcripts.

You cannot add a course or change your course section for any reason.

This applies to all Ocean County College students.