

Change of Schedule

A Change of Schedule form must be completed when a student wants to add or drop a course. In both cases, signatures of the instructor and advisor must be obtained prior to changing the schedule at the Registrar's office.

Adding Courses

Students may add courses through Friday of the first week of any semester. Classes can be added after that date only if initiated by the instructor. The instructor must contact the registrar's office to add a student to his/her class after that time (Fall/Spring). For courses less than a regular semester length, the course may be added within the first week of the scheduled start date. Permission from the VP of Academic Affairs and/or designee must be obtained to add courses after the published dates. Other than tuition and fees, there are no additional charges for adding a course.

Dropping Courses

It is the student's responsibility to officially withdraw from any course that he/she deems necessary to quit attending. Students are obligated for 100% of tuition and fees incurred after the third week of classes. The last day to withdraw from a course is the end of the week preceding final exams in a regular semester (Fall/Spring).

For courses less than a regular semester length (including summer semester courses) students can drop without a tuition and fee charge during the first 10% of the scheduled course duration. After the scheduled time, students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course, less than a regular semester length, is one week before the completion of the course.

Specific dates are published in the academic calendar. It is the student's responsibility to meet published time-lines.

Steps to follow to Drop a Course are:

- A Change of Schedule form must be completed with signatures of the class instructor and the student's advisor.

Withdrawal from College

Withdrawal by the College

The college administration reserves the right to withdraw students from classes any time during the semester for disciplinary reasons, nonpayment of charges, and/or lack of records submitted to the Registrar's Office.

Instructor withdrawals are allowed only in online computer classes, P.E. activity courses, art and music activity courses, and business and industry courses. These withdrawals are initiated by the instructor.

Withdrawal by the Student

When a student is enrolled in more than one class and wants to totally withdraw from SCCC, the following steps should be completed:

- A Total Withdrawal from School form should be completed with all required signatures obtained.
- Present the Total Withdrawal from School form to the Registrars Office.
- Students who withdraw from all courses are subject to the refund of tuition and fee policy with possible financial obligation to pay tuition and fees incurred.

Withdrawing from any course or courses may affect financial aid received. Students are advised to visit with the Financial Aid Office before withdrawing from any courses. Withdrawal and/or non-attendance of courses by students receiving federal financial aid may cause the Federal Refund/Repayment Calculation to be applied. Students could be required to repay federal funds received. More information is available in the Financial Aid Office.

