

POLICY

1. All students are expected to register for classes within the registration period specified for each semester or term. Registration dates for each semester or term may be found on the College website.
2. After a semester or term has begun, students may add courses during the Add/Drop Period, provided there are available seats in the classes. If the maximum class size for the course has been reached and the instructor is agreeable to enrolling a student as an overload, the instructor must sign a Course Overload Form to allow entry into the class (see Policy #5145, Students, Add/Drop Period).
3. Declarations to "audit" a course must be filed by students with the instructor and the Office of Registration and Records prior to the end of the add/drop period of the semester or term. The registration period for each semester or term is found on the College website.
4. Students may register for no more than 18 credits in the Fall and Spring semesters, no more than 18 credits in combined accelerated terms within the Fall and Spring semesters, and no more than 11 credits in individual accelerated terms. Exceptions must be approved by the Executive Director of Academic Advising or his/her designee.
5. Students may register for no more than 18 credits in the summer terms. The summer terms include the First Five-Week, Second Five-Week, Ten-Week, Six-Week, and Post-Term. Students may register for academic course loads in multiple summer terms within the following guidelines:

SUMMER TERM	MAXIMUM NUMBER OF CREDITS PER TERM
First Five-Week	11
Second Five-Week	11
Ten-Week	16
Post-Terms	6
Third Accelerated Term	11
Fourth Accelerated Term	11
When all credits are combined, the allowed maximum is 18 credits.	

- a. Students visiting OCC from other colleges must adhere to the above enrollment restrictions and testing exemption policy.
- b. Exceptions to the summer registration credit limits must be approved by the Executive Director of Academic Advising or his/her designee.

6. Students who have an academic penalty for the current semester or term may not register the next semester or term for more credits than the limit of their imposed penalty. When notified of penalty clearance, students may add additional courses.

ADOPTED: August 26, 1968

Revised: June 26, 1972

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Revised: January 25, 2010

Revised: December 5, 2011

Revised: January 26, 2015

Revised: November 2, 2015

Revised: December 7, 2015

Revised: September 22, 2016

Revised: December 6, 2018

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