

## **POLICY**

Students are classified into one of the following categories:

- a. A Degree Student is one who has matriculated in a specific degree or certificate curriculum and may be either a full-time or part-time student.
- b. A Non-Degree Student is one who has not matriculated in a specific degree or certificate curriculum. It is the student's responsibility to file a Change of Curriculum form with the Registration and Records Office once a specific degree or certificate program is chosen. A Non-Degree Student accepts responsibility for meeting course pre-requisites. A Non-Degree Student cannot simultaneously take two courses for which one is the pre-requisite of the other without approval from the school Dean. See Policy #5152 Graduation for specific requirements.
- c. A Visiting Student is one who is currently enrolled at another institution with no plans of earning a degree or certificate from Ocean County College. A Visiting Student must provide a current valid school ID card or unofficial transcripts from his/her current college/university. A Visiting Student accepts responsibility for meeting course pre-requisites and transferability. A Visiting Student cannot simultaneously take two courses for which one is the pre-requisite of the other without approval from the school Dean.
- d. A Personal Enrichment Student is one who is taking courses for personal enrichment only and does not plan to matriculate in a specific degree or certificate curriculum. If a Personal Enrichment Student wishes to seek a degree or certificate, the student must officially file a Change of Curriculum form with the Registration and Records Office after obtaining signed approval from the Vice President of Academic Affairs or designee.
- e. Degree Students must adhere to College policies, procedures, and practices regarding prerequisites and testing (see Policy #5165, College Skills Assessment Program).
- f. A semester schedule of 12 or more credit hours constitutes full-time enrollment.
- g. A semester schedule of less than 12 credit hours constitutes part-time enrollment.
- h. Students who have earned 30 or more credit hours are classified as sophomores, and those who have earned fewer than 30 credits are classified as freshmen.

ADOPTED: August 26, 1968  
Revised: November 27, 1972  
Revised: August 27, 1979  
Revised: February 26, 2001  
Revised: May 28, 2013  
Revised: November 3, 2014  
Revised: November 2, 2015  
Revised: December 7, 2015  
Revised: September 26, 2019

REVIEWED: April 23, 1991