507.1 The Santa Clarita Community College District’s Chief Student Services Officer in conjunction with the Director of Admission and Records and the Academic Senate will determine the last day to add classes. The specific date for each semester will be published in the schedule of classes and made available in Admissions and Records. Exceptional cases will be considered by the Director of Admissions and Records after receipt of documented extenuating circumstances. Students must follow the established Change of Program procedure.

507.1A Non-standard length classes will have individually published change of program deadlines.

507.2 Exceptions to Policy 507.1 may be made for students who:

1. are transferring from one section to another section of the same class;

2. are transferring from an advanced section to a less advanced section in the same department;

3. enter an open entry/open exit class;

4. are being reinstated following an administrative adjustment.