

TRANSFERS FROM ONE DISTRICT CENTER TO ANOTHER (POLICY)

Students transferring to other college centers will only be allowed to do so in the first five weeks of the semester. A student may only transfer his/her classes to another district center if the same courses are offered and with the instructor approval only. This must be in writing from the instructor and submitted with the drop card before the student can transfer. It is the student's responsibility to contact the instructors and let the center staff at both sites know of the transfer.

Once a student declares a home center on their admission application they will remain at that center until a change of address is submitted to the Registrar's Office. If a home center is not indicated the Registrar's Office will assign the home center as per location of their address. Students will be responsible for turning in a copy of all required documents to their new center.