

ADD/DROP FORM

REGISTRATION FOR:

Fall 20_____

Winter 20_____

Spring 20_____

Summer 20_____

Name: _____ **Student ID # :** _____

last first

Complete only if information has changed:

Mailing address: _____

Street City State Zip

Phone number: (_____) _____ E-mail: _____

ADDED COURSES

DROPPED COURSES

Instructor Permission required once quarter begins **(valid for 2 days only)**

X if audit* R if repeat**	Item No.	Course	Section	Credits	Instructor Signature (or attach permission email)	Date of instructor signature/ permission

Item No.	Course	Section	Credits

* Audit means no credit and no grade. ** If you repeat a class, make sure to submit the Course Repeat Card for removing previous grade out of GPA calculation.

WITHDRAWING? If you are a recipient of Financial Aid, Veterans' benefits, Workforce Training, and/or tuition benefits from an employer or agency, you should consult with that office before submitting a complete withdrawal. Withdrawal may affect your future eligibility or repayment status. Withdrawn students may be billed for outstanding fees and tuition owed to the College.

REFUND PROCESS. If a refund is due, it will be mailed to the address given above or credited to your account if payment was made by VISA, Mastercard, financial aid or third party account. Refunds normally take 30 days to process.

Student Signature _____ **Date** _____