



Term: Summer Fall Winter Spring

Student ID _____ Today's Date _____

Student's Last Name _____ First Name _____ MI _____ Previous Name _____

D R O P	Course Number	Section Number	Name of Course	No. of Credits	Instructor	Drop Reason		

A D D I T	Course Number	Section Number	Name of Course	No. of Credits	Instructor	Days	Time	Fee

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Total credits after changes *

* Students receiving Financial Aid must inform the Financial Aid Office if these schedule changes result in a change in your Financial Aid funding level. (Full-time = 12+credits; three-quarter time = 9–11 credits; half-time = 6– 8 credits.)

Drop Reasons			
1. Conflict with Instructor	4. Instructor's Advice	7. Too Easy	10. Employment conflict
2. Childcare Problems	5. Moving	8. Transportation Problem	11. Schedule Conflict
3. Employment Conflict	6. Reduce Course Load	9. Very Difficult	12. Financial Problem

REFUND POLICY/TERM DEADLINES

Students will be fully refunded for classes canceled by the college at any time.
Drop a class: 100% Tuition refund when class is dropped by the end of the SECOND WEEK of the term. There is no refund after the end of the second week.
ADD a class: SECOND WEEK - Instructor's signature required.
Withdraw from a class: Beginning of THIRD WEEK through THE LAST BUSINESS DAY of the week prior to finals week. "W" grade will be assigned. No refund for withdraw.

Student's signature _____ Date _____

For Office Use Only
Date Processed: _____ By: _____