



Please Print

Student Name _____ Student ID # _____
Last First

Course Information Section					Faculty Section (if required)			Official Use Only
CIRCLE ONE	Course Subject & Course Number (Ex. ENG 101)	Class Number (Ex. 12345)	Credit Hours	Drop Code (See Back)	Faculty / Division Chair Signature ** (See back for instructions)	Withdrawal Status		
						"W" or "Y"	Provide LDA	
Add Drop								
Add Drop								
Add Drop								
Add Drop								

My signature indicates that I understand the Add/Drop, Withdrawal, Refund Policies. The official date of the drop/withdrawal will be the date this form is received in the Admissions, Records & Registration Office. If you are receiving any type of financial assistance, you are responsible for notifying the appropriate office(s) of any changes in enrollment.

Updated:
01/11/2018

Student's Signature _____ Today's Date _____

**When the instructor's signature is required to withdraw, a grade of "W" (Withdrawn while Passing) or "Y" (Withdrawn while Failing) with the Last Date of Attendance (LDA) are required.

This form must be received in the Admissions, Records & Registration Office before any changes can be processed.

- To **ADD** a class: Complete the form including your signature and the current date.
 - a) If you have applied for any financial assistance for this semester, see the appropriate department or advisor regarding your changes.
 - b) To add a class needing Special Permission to enter, see an Academic Advisor for the appropriate Faculty/Division Chair.
 - c) To be reinstated into a class from which the instructor has withdrawn you, **the instructor must sign this form.**
- To **DROP / WITHDRAW** from a class: Complete the form, include an appropriate drop code, your signature and the date. Please note: After Week 1, signatures may be required from the instructor.

Please refer to the IMPORTANT DEADLINES FOR STUDENTS section in the college catalog for details and deadlines for all courses.

Student Drop / Withdrawal Codes:

01 - Personal Illness
 02 - Financial Problems
 03 - Employment Related
 04 - Technical Difficulties
 05 - Academic Difficulties
 06 - Family Related
 08 - Transportation
 09 - Personal / Confidential

11 - Military Commitments
 14 - Student Moved
 16 - Chose Alternate Course / Section
 18 - Dissatisfied With Instruction
 19 - Books / Supplied Not Available
 20 - No Reason Given
 21 - Enrolling at Another College
 22 - Even Exchange

23 - Dissatisfied With Course
 24 - Misadvised
 27 - Lack of Time
 28 - Official Church Mission
 29 - Foreign Aid Svc of the Fed Govt.
 30 - Not Required for Program

Faculty Drop / Withdrawal Codes:

31 - Student Ill / Hospitalized
 32 - Financial Problems
 33 - Employment Related
 34 - Technical Difficulties
 35 - Academic Difficulties
 36 - Family Related
 38 - Transportation
 39 - Personal / Confidential

41 - Military Commitments
 42 - Excessive Absences
 43 - Never Attended
 44 - Student Moved
 46 - Placed in Alt Class / Section
 47 - Death of Student
 51 - Requirements Not Met

THE ABOVE INFORMATION DOES NOT INCLUDE THE COMPLETE COLLEGE POLICY, PLEASE REFER TO THE COLLEGE CATALOG