

Add Course(es)  Drop/Withdraw Course(es) \*

\* Note: Withdrawing from a course after the 75% point of the term may result in the student receiving a failing grade unless justifiable explanation is given in writing and approved by the course instructor. 75% dates are listed in the academic calendar.

Student's Last Name	First Name	Middle Initial	Date	Student ID or Social Security #
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Curriculum	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year _____
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**ADD COURSE(ES)**

ADD Course & Section #	Course Title	Instructor's Signature (Required After Start Date of Course)	Credit Hours	Room	Class Hours						
					Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

**↓↓↓ DROP/WITHDRAW COURSE(ES) ↓↓↓**

DROP/WITHDRAW Course & Section #	Course Title	Instructor's Signature (Required for Special Circumstances)	Credit Hours	Last Date Attended	Grade	Comments

**SIGNATURES**

**For Office Use Only**

<b>Student</b>	Credit Hours Before Change	Credit Hours After Change
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Registrar's Office	CCP/EC Staff	Original Registration Receipt No. & Date
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Retention Specialist	Counselor	Tuition Due	Amount
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FA Staff	Other Staff	Tuition Refund	Amount
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- Reason for dropping the course(s) or withdrawing from college:
- Academic
  - Child care problems
  - Death in family
  - Dissatisfaction (explain below)
  - Employment
  - Financial
  - Health
  - Military service
  - Moved
  - Other (explain below)
  - Personal (explain below)
  - Transferring to another college/university
  - Transportation

Explanation:

ADD

DROP / WITHDRAW