



Enrollment Changes - Permission Required

Circle the term: Summer Fall Winter Spring

Instructor approval to add a course is required if the course:

- has already begun
- is full
- has a proficiency or prerequisite that the student does not meet

Options for processing:

- The student delivers this form to the Student Services Welcome Center, Columbia Hall, 109.

CCC ID Number or SSN* _____ Birthdate* _____ Phone* _____

Name* _____

<i>Last</i>		<i>First</i>		<i>MI</i>		
ADD Course	Section	Credit/ Audit	Instructor Signature Signature Indicates Participation/Attendance has been verified	Date	DROP/WITHDRAW Course	Section

Signature* _____ Date _____

IMPORTANT NOTES

Adds must be processed by the end of the 2nd week of classes (or the equivalent for non-standard length classes).*

Adding a class late could result in no eligibility for a refund.

Drops must be processed by the refund date to have charges removed.

Adding/dropping classes may affect financial aid or Veteran's benefits. Check with the Financial Aid Office before making

Relevant Deadlines During the 2018-19 Academic Year

	Summer 2018-19	Fall 2018-19	Winter 2018-19	Spring 2018-19
Last Day to Register without a late fee/ Drop for 100% refund	June 29th	Sept 28th	Jan 11th	April 5th
Last Day to Register for full term classes	July 5th	Oct 5th	Jan 18th	April 12th
Last Day to Withdraw from individual classes	Aug 2nd	Nov 9th	Feb 22nd	May 17th

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Leslie Hall, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, lhall@clatsopcc.edu(link sends e-mail) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Lisa Deneen, is located in Towler Hall, Suite 312B, ldeneen@clatsopcc.edu(link sends e-mail) 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu(link sends e-mail) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Leslie Hall, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, lhall@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. El Coordinador de la Titulo II/Sección 504, Lisa Deneen, se encuentra en Towler Hall, numero 312B, ldeneen@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu(link sends e-mail) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.