



Enrollment Changes *Permission Required

Instructor approval required to add a course if the course:

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

Submit Completed Form via:

- The Student Services Welcome Center, Columbia Hall, 109.
- The instructor emails the approval (and states that Participation/ Attendance has been verified) to the Welcome Center.

CCC ID Number _____

Birthdate _____

Name* _____

Last

First

MI

TERM	ADD Course	Section	Credit/ Audit	Instructor Signature
				Signature Indicates Attendance has been verified

DROP/ WITHDRAW	
Course	Section

Signature* _____

Date _____

IMPORTANT NOTES

Adds must be processed by the end of the 2nd week of classes

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 changes

Relevant Deadlines During the 2020-21 Academic Year

	Summer 20-21	Fall 20-21	Winter 20-21	Spring 20-21
Last Day to Register/Drop for 100% refund	July 9th	Oct 2nd	Jan 8th	April 9th
Last Day to Audit/Withdraw from individual classes	Aug 13th	Nov 20th	Feb 26th	May 28th