



## Enrollment Changes – Permission Required\*

**\*Instructor permission required to add a course if the course:**

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

**Submit completed form via The First Stop, Columbia Hall 109.**

The instructor emails their approval (and states that Participation/Attendance has been verified) to the First Stop: [registration.clatsopcc.edu](https://registration.clatsopcc.edu)

Name: \_\_\_\_\_ CCC ID Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

*Last First MI*

TERM	Add Course(s)			Instructor Signature (signature indicates that Attendance has been verified)	Drop/Withdraw Course(s)	
	Course No.	Section	Credit/ Audit		Course No.	Section

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## IMPORTANT NOTES

Adds must be processed by the end of the first 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 2022-23 Academic Year

	Summer 22	Fall 22	Winter 23	Spring 23
Last day to Register/Drop for 100% refund	July 12	Sept. 30	Jan. 13	Apr. 9
Last day to Audit/Withdraw from individual classes	Aug. 14	Nov. 20	Mar. 5	May 28