Enrollment Changes – Permission Required*

Clatsop Community College

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 (Formerly the Welcome Center), Columbia Hall 109.

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

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First Name   M.I.   Last Name (Full Legal Name)   CCC ID#   Date of Birth

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.

Please refer to the Academic Calendar for the following information:

- Last day to **Register/Drop** from a class for a 100% refund,
- Last day to **Audit/Withdraw** from an individual,
- And for all other important dates.