



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 (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

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.

Clatsop Community College is an affirmative action, equal opportunity institution. ADA accessible. For the complete Non-Discrimination and Accommodations statements, please visit [https:// www.clatsopcc.edu/ada](https://www.clatsopcc.edu/ada).

Clatsop Community College es una institución de igualdad de oportunidades y de discriminación positiva. Para las declaraciones completas de No-discriminación y de Ayuda a las personas discapacitadas, por favor visite <https://www.clatsopcc.edu/ada>.