

DROP/ADD FORM

STUDENT ID # _____ DATE _____ STUDENT SIGNATURE _____

NAME _____
 (Last) (First) (MI)

Student –List Number of the Main Reason for the Drop Beside Each Course Below

- | | | |
|-----------------------------------|---|---------------------|
| 1. Difficulty with Course Content | 6. Books/Materials Not Available | 11. Medical Reasons |
| 2. Conflict with Home/Family | 7. Disappointed With College Experience | 12. Other _____ |
| 3. Conflict with Job | 8. Taking Too Many Courses | |
| 4. Course Did Not Meet My Goals | 9. Financial Difficulties | |
| 5. Course Taken Previously | 10. Changed Major | |

Instructor - Review Applicable Items with Student and Check-off Before Signing

- | | |
|---|--|
| <input type="checkbox"/> 1. Reasons to Drop The Class
<input type="checkbox"/> 2. Incomplete Grade Process
<input type="checkbox"/> 3. Study Groups/Other options
<input type="checkbox"/> 4. Tutoring Options | <input type="checkbox"/> 5. Study Group Options/Ds Referral/Trio/Other
<input type="checkbox"/> 6. TRIO |
|---|--|

**Faculty Reminder: Input this DROP in Advisor Trac
 (trac.ncstatecollege.edu)**

D R O P	COURSE NUMBER (i.e. ENGL 1010)	SECTION NUMBER	COURSE TITLE	LAST DATE ATTEND ED	REASON FOR DROP	INSTRUCTOR SIGNATURE: (Faculty /Adjunct -Review Items Above Before Signing. Afterward, Enter Information into Advisor Trac)	

Reason For Add (See Financial Aid Procedure On Reverse Side)

1. Dropped In Error On Attendance Roster (To Be Checked By Faculty Member ONLY. Faculty Initials: _____)
2. Section Change - Same Course –Or- Institutional Error

A D D	COURSE NUMBER (ex. ENG101)	SECTION NUMBER (ex. -30)	COURSE TITLE	INSTRUCTOR SIGNATURE INCLUDE DATE & TIME	DEAN/ASST DEAN SIGNATURE INCLUDE DATE & TIME	

FOR OFFICE USE ONLY

Student Verification Information: _____ Current address _____ phone number _____ Year of high school graduation _____ date of birth				CASHIER'S OFFICE USE Approved by : _____ Date: _____	
CREDIT HOUR FROM _____ TO _____	GRADE W <input type="checkbox"/> GRADE <input type="checkbox"/>	FINANCIAL AID YES <input type="checkbox"/> NO <input type="checkbox"/>	REFUND 100 <input type="checkbox"/> 50 <input type="checkbox"/> 0 <input type="checkbox"/>	GI BENEFITS YES <input type="checkbox"/> NO <input type="checkbox"/>	INITIALS

Faculty: Enter this transaction into Advisor Trac.
Student: There are consequences for dropping a class. Please see the back of this form.

Student - Please Read

Dropping a course may have a negative impact on your education. Talk to your advisor. It could impact:

1. Time to complete your degree by adding additional semester(s) to your program.
2. Course sequence. This course may be a prerequisite to another course.
3. Financial aid- Check with the financial aid office as you could end up owing the College money for the dropped course.

Student Steps to DROP Classes Starting Week 2

1. Obtain form from the Division Office, Student Success and Transition Center, or Student Records.
2. Complete front of this form. List reasons for dropping each class.
3. Obtain signature of instructor in the class you are dropping. The instructor will discuss some items with you before signing. A printed email from the instructor can be substituted for online classes.
4. If on financial aid (scholarships, grants or loans), take this completed form, to the Financial Aid office, in Kee Hall. If you are paying for the classes yourself, take the signed form to Student Records in Kee Hall.
5. The "drop" is not completed until you, the student, receive an adjusted paper schedule from Student Records.

If Instructor Is Unavailable or Student Chooses NOT to See the Instructor

1. If the instructor is unavailable, you can meet with an assistant dean or dean instead. This is arranged through the division administrative assistant.
2. If you just stop attending class, you may receive a failing grade, delay graduation, or owe the College money.

Student Steps to ADD Classes Starting Week 2

Financial Aid is NOT available to cover classes added to your schedule beginning Monday Week 2 of the term.

1. Obtain a **Drop/Add** form from the division office in your building, Student Records Office, or the Student Success and Transition Center and complete all applicable sections. Provide rationale for the late add of the class.
2. Take the form to each instructor for signature, date, and time. **The faculty member may or may not approve your request if there are other options.**
3. Next, take the form to the appropriate Division Dean/Asst. Dean for a signature, date, and time. If you are unsure about which Dean or Asst. Dean to see, ask the instructor who signed your form. **The Dean/Asst. Dean may or may not approve your request.**
4. Once all required signatures are obtained, take the form to the Cashiers Office, Kee Hall. **Completed forms must be received in the Cashier's Office by close of business (5:00 p.m.) the next business day. Late class adds cannot be finalized unless payment is made in full to the Cashier first.**