

DROP/ADD FORM



STUDENT SIGNATURE

STUDENT ID # _____ DATE _____ (or type full name with birth date) _____

NAME _____
 (Last) (First) (MI)

Dropping all classes? Yes (If Yes, see your assigned advisor for next steps and signature)
 No (If No, see your instructor(s) for next steps and signature(s))

Student – List Number(s) of the Main Reason(s) 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 | |

Faculty or Advisor - 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/Tutoring
<input type="checkbox"/> 4. Impact on Program Progress | <input type="checkbox"/> 5. Disability Services Referral
<input type="checkbox"/> 6. TRIO
<input type="checkbox"/> 7. Counseling Referral |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

Faculty/Advisor Reminder: Enter this DROP in Aviso Engage.

REQUIRED

	COURSE NUMBER (i.e. ENGL 1010)	SECTION NUMBER	COURSE TITLE	LAST DATE ATTENDED	REASON(s) FOR DROP	INSTRUCTOR/ADVISOR SIGNATURE: (Review Items Above Before Signing. Afterward, Enter Information into Aviso Engage)
D R O P						

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

	COURSE NUMBER (ex. ENG1010)	SECTION NUMBER	COURSE TITLE	INSTRUCTOR SIGNATURE INCLUDE DATE & TIME	DEAN/ASST DEAN SIGNATURE INCLUDE DATE & TIME
A D D					

OFFICE USE			
Student Verification Information: _____ Current address _____ phone number _____ Year of high school grad _____ 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 / DATE	

Faculty/Advisors: Enter this transaction and your discussion notes into Aviso Engage.

Student: Dropping courses may have a negative impact on your education. Please see the back of this form.

Student – Please Read

Dropping classes 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 the Drop/Add form from the Division Office, Student Success and Transition Center, or Student Records.
2. Complete the front of this form. List your reasons for dropping each class.
3. Obtain signature of faculty member in the class you are dropping or of your advisor if you are dropping all of your classes.
4. The faculty member/advisor will discuss some items with you before signing. A printed email from faculty can be substituted for online classes.
5. If on financial aid (scholarships, grants or loans), take this completed form, to the Financial Aid Office in the Byron Kee Center. If you are paying for the classes yourself, take the signed form to the Student Records Office in the Byron Kee Center.
6. The “drop” is not completed until you, the student, receive an adjusted schedule from Student Records.

If Faculty Member/Advisor Is Unavailable

1. If the faculty member or assigned advisor 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 faculty member 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 faculty member 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, Byron Kee Center. **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.**