

ADD/DROP FORM

ALL COURSE CHANGES MUST BE SUBMITTED BY THE **SECOND WEEK** OF CLASSES.

ID # _____ Name _____ Term/Year _____ Date _____

COURSES TO ADD: The instructor signature is required if adding a class after the start of the term whether or not the class is full. When adding units to a part time schedule or adding over 18 units, Student Accounts approval is needed.

Syn #	OR	Course Number										Units	
		A	B	C	D	E	-	#	#	#	-	#	#
Title:													
Instructor Signature:											date:		

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		A	B	C	D	E	-	#	#	#	-	#	#
Title:													
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		A	B	C	D	E	-	#	#	#	-	#	#
Title:													
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		A	B	C	D	E	-	#	#	#	-	#	#
Title:													
Instructor Signature:											date:		

COURSES TO DROP There is a 100% tuition refund for courses dropped in the first two weeks of the term. Dropping from full-time (12-18) units to part-time (1-11) units will result in a reduction or cancellation of financial aid. **Instructors will NOT drop students from their courses.**

Syn #	OR	Course Number										Units	
		A	B	C	D	E	-	#	#	#	-	#	#
Title:													

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		A	B	C	D	E	-	#	#	#	-	#	#
Title:													

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		A	B	C	D	E	-	#	#	#	-	#	#
Title:													

Syn #	OR	Course Number										Units	
		A	B	C	D	E	-	#	#	#	-	#	#
Title:													

SRO USE ONLY: Total units before change _____ Total units after change _____ Computer Updated: Initials _____ Date _____