

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

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

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

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

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

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

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

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