Name, address, and program/plan changes should be completed using appropriate forms.

Term: ☐ Fall ☐ Spring ☐ Summer Year: 200_

Student ID #: ______________ Program/Plan: ______________________

Name: _______________________________

If you are a financial aid recipient, we strongly recommend that you check with the Financial Aid Office prior to dropping classes.

Class #  Catalog#  Section  Crs.  Class #  Catalog#  Section  Crs.  
A_________A_________A_________  A_________A_________A_________  A_________A_________A_________
D_________D_________D_________  D_________D_________D_________  D_________D_________D_________
D_________D_________D_________  D_________D_________D_________  D_________D_________D_________

Total Credits __  Tuition $ ____  Withdrawal Date ____

☐ Contacted Academic Advisor

To be assured of taking the appropriate classes for your program/plan all students are strongly encouraged to consult with their academic advisor prior to registering for classes.

Things to keep in mind………..

- Following the deferred billing period, unpaid registrations will be backed out daily. It is the student’s responsibility to make sure their tuition is paid even if it is a third party payment.

- College policy states that any deficiency in English and Math must be completed before a student can enroll in college level English and Math. Those students who do not enroll in recommended developmental courses frequently encounter failure.

- Students who enroll in college level English and/or Math without taking the prerequisite developmental courses may be withdrawn from those classes.

- Students are limited to two attempts of any course.
  - A third attempt of a course is possible only with the written permission of the campus dean.
  - Students should consult their academic advisor when a course must be repeated.
  - Withdrawing from a course is considered an “attempt” for the purpose of repeating a course.
  - When a course is repeated, only the last grade earned is counted for satisfying curricular requirements.