

All information required prior to processing. Press Firmly

ADD/DROP FORM

(If withdrawing from school entirely, please use the **Total Withdrawal Form.**)



Student ID: _____

Term: Fall Spring Summer Year: _____

Student Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Phone #: _____

				For Office Use Only	
ACTION Add Drop (Circle One)	6 DIGIT COURSE ID Required	COURSE TITLE/INFO	INSTRUCTOR SIGNATURE (Required if <u>adding</u> a course that is full or <u>adding</u> after the course add period.)	GRADE	REFUND %
A D					
A D					
A D					
A D					
A D					

I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR ALL COSTS GENERATED BY THIS REGISTRATION OR ANY REPAYMENT OF FINANCIAL AID FUNDS GENERATED BY A DROP/WITHDRAWAL.

I UNDERSTAND THAT ANY ADJUSTMENTS TO MY CLASS SCHEDULE MAY AFFECT MY SATISFACTORY ACADEMIC PROGRESS STATUS - SEE BACK OF FORM. (PLEASE ADVISE THE INSTRUCTOR(S) THAT YOU HAVE DROPPED/WITHDRAWN.)

STUDENT SIGNATURE: _____ DATE: _____

WHITE - Registration

CANARY - Tuition

PINK - Financial Aid

1-2011

Processed by....			
	Date	Initials	

DROPPING A CLASS WILL AFFECT YOUR COMPLETION RATE

A grade of "W" is granted for courses dropped within the allowed time frame.

Along with cumulative GPA (grade point average), cumulative completion rate is reviewed after each semester to determine your eligibility to register and to receive financial aid for future semesters. If your cumulative completion rate falls below 67%, you will be placed on academic and financial aid probation. If it is your second consecutive semester falling below 67%, you will be placed on academic and financial aid suspension. A suspension requires an appeal to be completed and approved (each semester until off suspension) in order for you to return to SCC and to receive financial aid. Please refer to the current SCC Catalog and Handbook for complete Satisfactory Academic Policies.

*To determine your completion rate, divide your cumulative credits earned by your cumulative credits attempted on your transcript. (Transfer credits are not used in this calculation.)

Please discuss this with your advisor to make sure dropping courses is the right plan for you.