Washington State
COMMUNITY COLLEGE

DROP / ADD FORM

INSTRUCTIONS:

1. **This form will be processed as of the date it is received in the records office.**
2. **Pay $5.00 processing fee at the business office.**
   (There is no fee for adding a course only)
3. **Turn completed form into records office.**

STUDENT NAME:_____ SOC. SEC. NO._____

ADDRESS_____
Street City State Zip

FULL WITHDRAWAL? ❒ YES ❒ NO

ACADEMIC TERM: ❒ FALL ❒ WINTER ❒ SPRING ❒ SUMMER

CR HRS: From_____To_____

BUSINESS OFFICE

COURSE (S) DROPPED			COURSE (S) ADDED		
Course Code/Sect.	Course Title	Cr Hr	Course Code/Sect.	Course Title	Cr Hr

REASON FOR DROP/ADD:_____

STUDENT SIGNATURE:_____ DATE_____ DATE REC'D_____

ADVISOR_____ REGISTRAR:_____

NOTE: *My signature above indicates that I accept the ramifications which this withdrawal may have on the progress of my chosen course of study, i.e., regarding prospective graduation date; sequencing of courses; financial aid; meeting course prerequisites; course offerings and availability, etc.*

REFUNDS

A copy of the College's refund policy may be obtained from the business office.

OPR RECORDS
Rev 06/06

WHITE - Records Office YELLOW - Student Services