

COURSE ADD/DROP REQUEST FORM

Please Print:

Student ID #: _____

Name: _____
(Last) (First) (Middle Initial)

Address: _____

City: _____ State: _____ Zip: _____

Program Major: _____ Semester: Fall Spring Summer Year: _____

Date: _____

Office Use Only

Date Received: _____

Date Entered: _____

Operator: _____

If you wish to **DROP** a course, please complete the following:

Dept./Course #	Sec.	Course Title	Credits

If you wish to **ADD** a course, please complete the following:

Dept./Course #	Sec.	Course Title	Credits

Fee adjustment if appropriate:

CREDIT LOAD PRIOR TO CHANGE	CREDIT LOAD AFTER CHANGE	DIFFERENCE
		+ or -

Rev/bb/8/02

Total Drop? Yes No

If yes, do you plan to return to DCTC in the next year? Yes No

Reasons for drop/course cancelled: _____

1. It is recommended that you confer with your advisor or counselor as part of the drop/add process.
2. YOU are responsible for completing the drop/add process. You are NOT automatically removed from a class by not attending.
3. The deadline for ADDING and DROPPING classes is the 5th school day of each semester, with the exception of late starts and Summer Session. Check the college calendar for specific dates published in the Student Handbook.

Student: _____ Date: _____
(Signature)

Advisor (required): _____ Date: _____
(Signature)