



# Add/Drop Form

Please Print:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

CCM ID \_\_\_\_\_

## Courses to be Dropped *(to be used before the term begins or during the refund period of the term)*

Semester : (check one) \_\_\_Fall \_\_\_Spring \_\_\_Summer \_\_\_Winter      YEAR \_\_\_\_\_

Indicate Mini Term for each course in the Term column below:

16 week	14 week	10 week	8 Early	8 Late	5 Early	5 Late	4 week	3 week	2 week
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R and R Use Only (initial and date)	Term	Course #	Section #	Title	Credits
	Example: 16 week	ENG 111	12345	Comp 1	3

## Courses to be Added *(to be used before the start of the term or before a class has met)*

R and R Use Only (initial and date)	Term	Course #	Section #	Title	Credits	Dean/Chair Approval (if needed)
	Example: 16 week	ENG 111	12345	Comp 1	3	

Credits before changes \_\_\_\_\_ Credits after changes \_\_\_\_\_

**I understand that these changes may incur tuition costs/fees and I agree that I will be responsible to pay by the due date.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please refund \_\_\_\_\_ percent per credit dropped to the student if applicable.

Notes: \_\_\_\_\_

\_\_\_\_\_

VP, SDEM \_\_\_\_\_ Date \_\_\_\_\_

REG 05/16