



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	13 week	7 early	7 late	7 week (SU)	5 early (SU)	5 late (SU)	4week (WI)	3 week (SU)	2 week	2 mid	2 late
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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 _____

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

Notes: _____

VP, SDEM _____ Date _____

REG 8/2018