

REGISTRATION ADD/DROP/WITHDRAWAL FORM

<i>For Office Use Only</i>		<i>Add/Drop Fee Paid</i>	
<i>Date Received</i> _____	<i>Date Processed</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Official	<input type="checkbox"/> Unofficial	<input type="checkbox"/> Fee Waived	
		<i>Reason:</i> _____	

INSTRUCTIONS: Complete the form as instructed below and submit to the College Main Office or Fax to 330-580-6654.

- **ADD:** To add a course to your current schedule during the Add/Drop period at the beginning of each semester
- **DROP:** To delete a course from your current schedule (without receiving a W grade) during the Add/Drop period at the beginning of each semester
- **WITHDRAWAL FROM A COURSE:** To drop out of a course from your current schedule (you will receive a W grade) after the Add/Drop period and before the Last Day to Withdraw
- **NOTE:** Withdrawal from a course, will impact your enrollment in co-requisite courses. Withdrawal from a course is counted as an attempt per course.

A \$20.00 Add/Drop Fee will be assessed for ALL changes in registration after the official add/drop date.

Fill out this section completely. (Please Print)			
FIRST NAME	M.	LAST NAME	TELEPHONE NUMBER
TERM: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	YEAR: 20_____	DEGREE: <input type="checkbox"/> ASSOCIATES	<input type="checkbox"/> BACHELORS <input type="checkbox"/> CCP
Total Hours Before DROP/ADD/WITHDRAWAL:		Total Hours After DROP/ADD/WITHDRAWAL:	
_____		_____	
STUDENT SIGNATURE		DATE	

CHECK AND COMPLETE WHICH INFORMATION YOU WOULD LIKE CHANGED BELOW:

<input type="checkbox"/> ADD COURSE(S)				
CRN #	DEPT CODE	COURSE NAME	CREDITS	DAY/TIME OF COURSE
<input type="checkbox"/> DROP/WITHDRAW COURSE(S)				
CRN #	DEPT CODE	COURSE NAME	CREDITS	REASON FOR DROP/WITHDRAW

Faculty Signature or Attach Faculty Email Verification: