ADD/DROP FORM

Niagara County Community College
Office of Registration & Records

Date: _____

Student Name:_____

Student ID or SSN:_____

- This is not a total Withdrawal form. If attempting to withdraw from ALL courses for a particular term, you will need to fill out the Request for College Withdrawal Form.
- Use this form to add an individual course and/or to drop (withdraw) from individual courses.
- Be aware of the following refund policy:

Fall, Spring and Summer Full Term*
100% Refund prior to start of term
75% Refund during week one of term
50% Refund during week two of term
25% Refund during week three of term
0% Refund after week three of term

Summer Session I and II (6 weeks)*
100% Refund prior to start of term
25% Refund during first week of term
0% Refund after first week of term

*Modular classes have varying refund dates

	CRN#	Subj (i.e. ENG)	Course# (i.e. 101)	Course Title
DROP				

If you wish to add more than one course, you must complete individual Add/Drop forms for each course.
*** Lecture/lab/clinicals may be listed together on one form (ex. BIO 213 & BIO 213L) ***

	CRN#	Subj (i.e. ENG)	Course# (i.e. 101)	Course Title	Pre-Req/Co-Req waiver (advisor initials)
ADD					

I fully accept any academic, financial aid, and/or financial consequences that MAY occur as the result of adding and/or dropping from the above coursework as of this date. I understand that dropping below full time may impact my ability to live on-campus and/or participate in athletics.

Student Signature:_____   Date_____

Approval for a course overload:

Instructor Signature: _____   Date_____
(if requested by Division Chairperson)
Division Chairperson Signature:_____   Date_____

Form updated 1/8/2016

White - Records   Yellow - Student