

ADD/DROP FORM

Niagara County Community College
Office of Registration & Records

Date: _____

Student name: _____

Student ID or SSN: _____

For office use only:

Spring 20_____

Summer 20_____

Fall 20_____

Processed by _____ (initials)

- This is not a total Withdrawal form. If attempting to withdraw from ALL courses for a particular term, you will need to contact the Student Development Office (A144).
- Use this form to add individual courses 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

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

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

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.

Student Signature _____ Date _____

For adding a course after the add/drop period has ended or for course overloads:

Division Chairperson Signature _____ Date _____

Instructor Signature: _____ Date _____

(if requested by Division Chairperson)