

Registration Change

1. STUDENT INFORMATION:				
Last Name		First Name		
Student #	Program			
2. STUDENT: Use this form to DROP or ADD courses in a day or distance program (including schedule change, change electives, etc.), or WITHDRAW from a day or distance program. Your signature & school signature required below. <input type="checkbox"/> I am withdrawing from the program (list all courses).				
NOTE: It is <u>your</u> responsibility to ensure you have registered for and completed the courses to meet graduation requirements. Assistance is available from Student Services and your School office. If you are dropping a course, check the academic impact and refund information in your Student Guide. If you have a student loan, contact the Financial Aid & Awards officer.				
3. SCHOOL: Use this form to DELETE or AW program or courses. Student signature and supporting documentation required for AW (student discontinues program/courses after Voluntary Withdrawal date due to serious personal issues). AW course fees are non-refundable. Student signature not required for DELETE. <input type="checkbox"/> Student withdrawing from the program (list all courses).				
4. COURSE INFORMATION:				
Course and Section # <i>e.g. COMM-0006-04LWM</i>	Course Name	Course Start Date	Add or Drop	Drop Code (over)
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
		Date	Select	Select
5. SIGNATURES:				
Dean/Designate or Director/Designate signature		Date	Choose Date	
Student signature		Date	Choose Date	
VPA signature (required for AW of less than full load)		Date	Choose Date	
6. ADMISSIONS / REGISTRATION RECEIVED:				
Signature		Date		

STUDENT: REASONS FOR DROPPING COURSES / PROGRAM	DROP CODE
Student having academic difficulty with course	DIF
Course too easy	EAS
Financial – student does not have money to pay for course	FIN
Content of course irrelevant to program	IRR
Course name and/or description misleading – does not match course content	MIS
Personal/health/parental – factors over which the college has no control	PER
Tools, equipment or lab are not up to standards of industry	LAB
Student dissatisfied with instructor	INS
Course workload too heavy	CWL
Program workload too heavy	PWH
Course time conflicts with student’s employment, child care, etc., or student wishes to change course time for other reason; also timetable adjustments resulting from these changes	EMP
Student having problems with course delivery mode	DEL
Delay in receiving texts/materials	DLY
Student not prepared to share reason	SNR
Credit attained through PLAR, transfer credit or previous ACC course	PCR
Medical certificate	MED
Timetable conflict (registration conflict or change in electives)	CON

STUDENT OR SCHOOL: REASONS FOR DROPPING/DELETING COURSES / PROGRAM	DROP CODE
Student on suspension	SUS
Timetable adjustment resulting of student lacking prerequisite or supplemental	RES

SCHOOL: USE THESE CODES FOR DELETE and AW

SCHOOL: REASONS FOR DELETING / AW COURSES / PROGRAM (College Initiated)	DROP CODE
Student did not attend during the ‘course delete’ period (No Show)	NSW
Authorized Withdrawal	AWD

Revision date: June, 2024