Request to Add/Drop/Withdraw from Class(es)

The deadlines to add/drop/withdraw from class(es) are published on the college website <u>Academic Calendar | Reynolds Community</u> <u>College</u> and in the Registration Guide .



For on-time requests, complete and submit this form in person to an Advising Services Office (any campus) or email this form to <u>advising@reynolds.edu</u>. Once form is completely filled out, with signatures, submit to the Office of the Registrar in person or at registrar@reynolds.edu.

Semester (circle one):	Fall	Spring	Summer	Year:
Student ID:		Stude	nt Phone: _	Name of Plan:

Stu	dent Last Name					Student	First Nar	ne
				Please P	rint Clearly			
Class ID	Subject	Number	Section	Add	Drop	Withdraw	Audit	Override

Add Notice: I understand that I am responsible for having satisfied all placement requirements, prerequisites and co-requisites, and that I must pay for the class(es) to complete this registration by the appropriate payment deadline ______.

Drop/Withdraw: Students are encouraged to first discuss drop/withdraw decision with their instructor, advisor and with financial aid if not already done so.

Withdraw Notice: A grade of ""W" will be assigned and the grade point average will not be affected. I am aware withdraws do not qualify for refunds. I am aware that withdraws can negatively affect continued financial aid eligibility and may put me in a situation where I owe money to the college for tuition and fees. ______.

Signature of Student:	 DATE:
Signature of Advisor: _	 DATE:

If curricular, Dean of Academic School:	DATE:
If non-curricular, Dean of Students:	DATE:
Approval for class load greater than 20 credits:	
If curricular, Vice President of Academic Affairs:	DATE:
If non-curricular, Vice President of Student Affairs:	DATE:
For Advis	sing Center Use Only:
Withdrawal Deadlines:	Late — informed student
Withdrawal Deadlines: Image: On Time Image: Financial Aid discussed with student	 Late — informed student Have used Military Education Benefits?