



Course Drop & Add Request

Student Name: _____ Student ID # _____

CRN	Subject	Course #	Section #	Drop or Add
Example: 12345	ENGL	1113	195	Drop

- I understand and accept any Bursar changes made to my account, due to Adding or Dropping a class.
- I am solely responsible for ensuring payment is secure within the deadline for any Added courses.
- I am solely responsible for ensuring all Dropped courses are made *before* the Drop deadline for the course in question.
- I understand that by having a TCC staff member enroll me into the above classes I will not be dropped automatically for non-payment. I **MUST** drop myself within the refund period should I choose to not take the above classes.
- **By signing I fully understand and accept these terms and conditions.**

Student Signature: _____ Date: _____

ADMINISTRATIVE USE ONLY:

If completed by Academic Advisor -Name: _____ Date: _____

If special approval needed: Department -Signature: _____ Date: _____

Printed Name of Department Official: _____

Administrative Notes: _____

Processed By: _____ Date: _____