

ADD/DROP FORM

Niagara County Community College
Enrollment Center

Date: _____

Student Name: _____

Student ID or SSN: _____

For office use only:

Spring 20_____

Summer 20_____

Fall 20_____

Winter 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 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

Winter Full Term*

100% Refund prior to start of term
25% Refund through day 2
0% Refund on/after day 3

*Modular classes have varying refund dates

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

If you wish to add more than one course, you must complete individual Add/Drop forms for each course.

***** Lecture/lab/clinical may be listed together on one form (ex. BIO 213 & BIO 213L) *****

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

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 _____