

Alamance Community College

Drop/Add Form

Student ID Number: 6221701	Name Crusher, Wesley	Last First M.I.	Circle if Applicable Jr. Sr. III
Term: 20 <u>18</u>	<input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer	Date: 03/12/18	

IF YOU RECEIVE FINANCIAL AID OR VETERAN'S BENEFITS, PLEASE READ AND SIGN BELOW

Changes to your course schedule may impact the amount of aid received and eligibility for aid/benefits both this semester and in future semesters. Financial Aid and Veterans benefits recipients should discuss the consequences of changing your course schedule with the Financial Aid or Veterans Office before doing so.

Student Signature: _____

Why are you withdrawing from your course(s)?

Remarks: _____

Reasons:

<input type="checkbox"/> Financial	<input type="checkbox"/> Excessive Absences
<input type="checkbox"/> Employment	<input type="checkbox"/> Transportation
<input type="checkbox"/> Illness (Personal/Family)	<input type="checkbox"/> Course Load Too Heavy
<input type="checkbox"/> Childcare Concerns	<input type="checkbox"/> Course(s) Too Difficult
	<input checked="" type="checkbox"/> Military Deployment

Course Withdrawal

To Be Completed By The Student:						To Be Completed By The Instructor:				
Course Information						Census Date	Grade* NA or WP	Last Date Attended	Instructor Signature	
Prefix (Ex. ENG)	Number (Ex. 111)	Section (Ex. 01W)	Title	Credit Hours	Instructor's Last Name					
ATR	212	01	Industrial Robots	3	La Forge	01/16/18	WP	03/09/18	Deirdi La Forge	

Instructor Comments: _____

* "NA" if never attended and dropped after census date
* "WP" if dropped after census date but has last date of attendance

Comments section optional but helps if there is any unusual circumstances

If Student Never Attended Put a "NA" and leave last Date Attended Section blank

Course Addition

To Be Completed By The Student:						To Be Completed By The Instructor:			
Course Information						Census Date	Date Entered Course	Instructor Signature	
Prefix (Ex. ENG)	Number (Ex. 111)	Section (Ex. 01W)	Title	Credit Hours	Instructor's Last Name				

Student Signature: _____ Date: _____
(For student initiated drops, it is the student's responsibility to obtain appropriate signatures and submit completed form to the Student Success Office.)

Instructor Signature: Deirdi La Forge Date: 03/12/18

If Student does not initiate the form then Academic Dean must approve (ie sign & date)

Academic Dean Signature (after 80% date): William Richer Date: 03/12/18

Course File Adjusted By: Jean-Luc Pien Date: 03/13/18

Admissions-Records Completes this Section & Sends Processed Copy to Instructor