



COURSE ADD/DROP REQUEST

Name: _____ Student ID#: _____

Enrollment Term: Fall Spring Summer Year: _____

ADD CLASSES: (Classes must be added within 7 days of the First Date of Attendance):

Course Code	Course Title	Credits	Days	Class Times	Instructor Signature	First Date of Attendance
Ex: ART-5-D9041	Art Appreciation	3	MW	9:00am-10:15am	<i>E. Deza</i>	9/12/22

Counselor Approval for Unit Overload:

Total Units Approved: _____ Counselor Signature: _____ Date: _____

DROP CLASSES:

Course Code	Course Title	Credits	Days	Class Times	Drop Reason (see list below)
Ex: ART-5-D9045	Art Appreciation	3	MW	1:00pm-2:15pm	A

Drop Reason:

- A - Change to another section of class
- B - Change in work schedule
- C - Failing class (D, F, or NP)
- D - Enrolled in too many classes
- E - Dissatisfied with instructor

- F - Course was too easy
- G - Course was too hard
- H - Have changed college major
- I - Must drop due to health reasons
- J - Did not meet prerequisite

- K - Could not afford books
- L - Financial problems
- O - Other (please specify): _____

Student Signature: _____ Date: _____

OFFICE USE ONLY: Processed by: _____ Date: _____