WOODLAND COMMUNITY COLLEGE

Add/Drop Request

Admissions and Records
2300 E. Gibson Rd.
Woodland, CA 95776
(530)661-5700

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK   For: ☐ Fall   ☐ Spring   ☐ Summer   20 _____

Student ID: _____   Date: ____ / ____ / ____

Name: _____   _____   _____
          LAST   FIRST   MIDDLE

CLASSES TO BE ADDED   Must Add Within 7 days of Signature

Class Code	Course Title	Units	Days	Time	Instructor Signature & Date
Example: 0001	Example: MATH 50	Example: 4	Example: MW	Example: 10:00-11:50	*John Doe 1/9/13*

LATE ADD: Classes added AFTER the add deadline must have the instructor signature and first date of attendance.

Date of first attendance: _____   **Instructor Signature:** _____

COUNSELOR USE ONLY: I have verified that this student is authorized for a unit overload

of _____ total units.   **Counselor Signature:** _____

CLASSES TO BE DROPPED

Class Code	Course Title	Units	Days	Time	Drop Reason (see list below)

A -Change to another section of this 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 content more difficult than anticipated
H -Have changed college major
I -Must drop because of health reasons
J -Dropped because did not meet prerequisite

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

Student Signature: _____   *Date:* _____

FOR OFFICE USE ONLY: Received by: _____   Date Processed: _____   Revised 02/14