



# 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	<i>John Doe 1/9/13</i>

**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: \_\_\_\_\_