



# Add/Drop Request

Admissions and Records

- Woodland Campus
- Colusa County Campus
- Lake County Campus

Submit form to Admissions & Records Office in person or by email to [wccadmissionsinfo@yccd.edu](mailto:wccadmissionsinfo@yccd.edu) from your YCCD college email.

Student ID: \_\_\_\_\_

TERM:  Fall  Spring  Summer YEAR: 20\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

## CLASSES TO BE ADDED

**Must Add Within 7 days of Attending Course**

Class Code	Course Title	Units	Days	Time	Instructor Signature	Student First Date of Attendance
Example: 0001	Example: MATH 50	Example: 4	Example: MW	Example: 10:00-11:50	<i>John Doe</i>	8/19/19

**COUNSELOR USE ONLY:** I have verified that this student is authorized for a unit overload of \_\_\_\_\_ total units.  
Counselor Signature/Date: \_\_\_\_\_

## CLASSES TO BE DROPPED

Class Code	Course Title	Units	Days	Time	Drop Reason (see list below)
Example: 0001	Example: MATH 50	Example: 4	Example: TTH	Example: 10:00-11:50	A

- A -Change to another section of this class
- F -Course was too easy
- K -Could not afford books
- B -Change in work schedule
- G -Course content more difficult than anticipated
- L -Financial problems
- C -Failing class (D, F, or NP)
- H -Have changed college major
- O -Other (Please specify) \_\_\_\_\_
- D -Enrolled in too many classes
- I -Must drop because of health reasons
- E -Dissatisfied with instructor
- J -Dropped because did not meet prerequisite

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_