



# ADD/DROP/WITHDRAWAL FORM

See CCV's Drop/Add and Refund Policies on reverse side.

Student Name (Last, First & Middle) \_\_\_\_\_

Address \_\_\_\_\_

College ID \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ E-mail \_\_\_\_\_

IF YOU ARE ADDING OR DROPPING CLASSES FOR MORE THAN ONE SEMESTER, USE A SEPARATE FORM FOR EACH SEMESTER.

**COURSE(S) TO ADD:**

Semester	Year	Course Number	Course Name
<i>Spring, Fall or Summer</i>	<i>Example: 2016</i>	<i>Example: ENG-1061-VUO1</i>	<i>Example: English Comp</i>

**COURSE(S) TO DROP:**

Semester	Year	Course Number	Course Name
<i>Spring, Fall or Summer</i>	<i>Example: 2016</i>	<i>Example: ENG-1061-VUO1</i>	<i>Example: English Comp</i>

Will you still be enrolled for any classes in this semester after the transactions above have been completed?

Yes  No If yes, how many credits? \_\_\_\_\_

**REASON(S) FOR DROPPING OR WITHDRAWING:**

Family  Financial  Medical  Personal  Change in work schedule  Childcare

Other (please specify) \_\_\_\_\_

Are you a financial aid student?  Yes  No Have you ever received a student loan?  Yes  No

Did you receive a student loan this semester?  Yes  No

*If you have received a loan while attending CCV and, after any drop listed above, you will leave the College or be enrolled in less than 6 credits, you must attend an exit interview. Please contact your financial aid counselor to set up an appointment.*

There are financial and academic consequences to dropping a course! Students considering dropping a class should first consult with an academic advisor and a financial aid counselor (if applicable) to determine the academic and financial drawbacks. Submitting this form indicates that you understand and accept the consequences.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Notification of Drop/Add

Date \_\_\_\_\_

Method:  Mail  Email  Phone  In Person

Received by \_\_\_\_\_

CCV Center \_\_\_\_\_

Academic advisor (initials) \_\_\_\_\_

Financial aid counselor (initials) \_\_\_\_\_

Has the drop been entered in Colleague (no backdating needed)?

Yes  No Email registrar@ccv.edu if backdating is needed.

Date scanned to ImageNow \_\_\_\_\_

**DROP/ADD POLICY:**

CCV has established guidelines for students who drop or add any courses for which tuition and/or fees are required.

1. The initiation of all drop/add procedures is the responsibility of the student.
2. Any student who wishes to drop or add a course should consult with a coordinator of student advising. In addition, financial aid recipients should contact a financial aid counselor before making changes.
3. To add a course, a student must complete all necessary forms. Students may add on-ground, hybrid, and synchronous courses as long as the add process is completed before the start of the second class meeting of the desired course(s). Students may add online courses as long as the process is completed by the end of Thursday of the second week. Self-paced courses with rolling enrollment, such as FLEX courses, may be added until the published date of closure for the class.
4. To drop a course, a student must notify the College of the drop. This may be done through Self Service on CCV's portal at <https://portal.vsc.edu> or by completing this drop form and submitting it to your CCV office. The effective date of the drop is the first date of notification using published procedures.
  - a. A course dropped during the official Add/Drop Period for that course (normally before the 3rd weekly meeting in a regular 15-week semester) will not appear on a student's academic record.
  - b. After the official Add/Drop Period, and through 60% of the duration of the course (normally the 9th week in a 15-week semester), the course is listed with a grade of W on the official transcript.
  - c. After 60% of the duration of a class, the student receives the grade earned at the end of the semester unless a special withdrawal is granted with approval of the academic dean or designee.
5. If a student drops all enrolled courses for a term, the student will be considered as having fully withdrawn from the College. The College reserves the right to administratively withdraw a student who fails to attend all courses for three consecutive weeks. Such action will result in loss or adjustment of a student's financial aid.

**REFUND POLICY:**

The College is committed to fair and equal treatment of its many constituents. Toward that end, tuition refunds will be processed only in accordance with established procedures.

1. The administrative fee is not refundable.
2. Prior to the third class meeting, a student can drop one course and add another of equal cost without financial penalty. However, students may not add any class after the first meeting without written permission of the regional director or a designee.
3. If the College cancels a course, students registered for that course will receive a full refund of tuition and fees.
4. To be eligible for a reduction in charges for tuition and/or equipment/lab fee, a student must officially drop the course (see policy above.) The effective date of the drop is the day the form, signed by the student, is delivered to the CCV office or the postmark date of forms mailed to CCV.

**REFUNDS WILL BE DETERMINED ACCORDING TO THE FOLLOWING SCHEDULE:**

**FOR A CREDIT COURSE:**

Notification by student.....	refund
By the day before the first class meeting.....	100%
By the day before the second class meeting.....	80%
By the day before the third class meeting .....	50%
On or after the day of the third class .....	none

*Note: An online course begins on the first Tuesday of the course.*

**FOR A NON-CREDIT COURSE:**

Notification by student .....	refund
By the day before the first class meeting .....	100%
On or after the day of the first class .....	none

**FOR INDEPENDENT STUDIES AND FIELD EXPERIENCES:**

Notification by student .....	refund
By the day before the first meeting .....	100%
On or after the day of the first meeting .....	none

*Title IV financial aid recipients are subject to special federal regulations regarding refunds.*

When extraordinary circumstances warrant a student's withdrawal from a course(s), a student may request an exception to the refund policy, as per the administrative section of the Complaint Resolution for Students Policy. In general, requests for exceptions should be filed not later than 60 days following the withdrawal.