



**ADMISSIONS & RECORDS**

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

Date Recorded by: \_\_\_\_\_

# ADD/DROP/WITHDRAWAL FORM

FALL     
  SPRING     
  SUMMER     
 YEAR: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID # \_\_\_\_\_ MAJOR \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

- Students dropping a class prior to the last day to ADD/DROP classes may be eligible for refund.
- Students are required to obtain an **AUTHORIZATION CODE** to add a class during the Late Registration period.
- During “Late Registration” you can register for classes that have not yet started.
- International Students are required to meet with the International Students Counselor to ADD or DROP courses.
- You can register for Saturday and off-campus classes at the first class meeting.
- Check calendar for last day to DROP from a semester length course **with or without a “W”**

\_\_\_\_\_

**Student’s Signature**

\_\_\_\_\_

**Date**

**REFUND POLICY:**

Please see the class schedule for complete refund information. Refunds are **NOT** issued automatically. Contact Business Office at (650) 306-3270

**UNIT LOAD LIMITATIONS:**

If you are planning to enroll beyond the maximum number of units (**19 units in FALL/SPRING and 9 units in SUMMER**), you are also required to submit a Petition to Enroll Beyond The Maximum Number of Units.

	CRN	SUBJECT	NUMBER	SECTION	UNITS	AUTHORIZATION CODE OR SIGNATURE
ADD	51329	MATH	110	AA	5	8526

	CRN	SUBJECT	NUMBER	SECTION	UNITS	DROP REASONS (Circle ONE)
DROP	51329	MATH	110	AA	5	1. Financial 2. Medical/Health 3. Time Conflict 4. Transportation 5. Moving from Area 6. Child care 7. Prerequisite 8. Over Maximum Units 9. Other _____