



ADD/DROP REQUEST FORM

Name: _____ Student ID Number: _____

Email Address: _____ Phone Number: _____

Semester: Fall Spring Summer 1 Summer 2 Intersession Year: _____

Action (Select one)	Course Code/Section	Course Title	Credits	Advisor Approval
<i>Example</i> X DROP	<i>PSY 101 B1</i>	<i>General Psychology</i>	<i>3</i>	
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				
<input type="checkbox"/> ADD <input type="checkbox"/> DROP				

Financial Aid:

Are you receiving Financial Aid?

YES NO

If you are receiving financial aid, please contact the Financial Aid Office prior to adjusting your course schedule to determine how these changes may impact your aid.

Veterans:

Are you receiving VA benefits?

YES NO

I understand that a change in my enrollment may affect my benefits and the changes are reported to the Veteran's Administration. Please contact the QCC Veteran's Office to determine how this change may impact you.

Prerequisite Waiver:

Waive prerequisite of _____
(Subject & No. – i.e., ENG 101)

FOR _____
(Subject & No. – i.e., PSY 101)

Basis for Waiver: _____

Advisor Approval: _____

Date: _____

IMPORTANT NOTES

- Please review the [Academic Calendar](#) for important dates and deadlines.
- I accept full responsibility for all course changes selected.
- I agree that I am personally responsible for any unpaid balances and collection costs, should my account be referred to an outside collection agency.
- If a withdrawal from a course(s) becomes necessary, I will immediately notify the instructor and submit the appropriate withdrawal form to the Registrar's Office.
- A student attempting to withdraw from a course after the Add/Drop period and before the withdrawal without academic penalty deadline will receive a final grade of 'W'. After this deadline, a student intending to withdraw must do so prior to the last day of the term and obtain the instructor's signature. The instructor designates if the student withdrew while passing or withdrew while failing.

Student Signature: _____ Date: _____