



ADD/DROP FORM

REGISTRATION & SCHEDULE CHANGE

CTCLINK ID # PREVIOUS SID # (if applicable) QUARTER/YEAR

LAST NAME FIRST NAME MIDDLE INITIAL

STREET ADDRESS / P.O. BOX CITY STATE ZIP

PHONE (area code) EMAIL ADDRESS

ARE YOU?

- ☐ Financial Aid
- ☐ L&I/Employer/Third-Party Funded
- ☐ NWCTHS*
- ☐ Running Start*
- ☐ Tuition Installment Plan (TIP)*
- ☐ Tuition Waiver, Veteran Dep/Spouse
- ☐ Veteran/Dep/Spouse using VA Benefits

*Signature Required

| REQUEST TYPE (check one) | | | | INSTRUCTOR APPROVAL | |
|-----------------------------|------|--------------|---------|---------------------------------------|------------------------------|
| | | | | INSTRUCTOR SIGNATURE (if required) | APPROVAL CODE (see below) |
| ADD | DROP | COURSE TITLE | CLASS # | | |
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If dropping classes, provide reason(s): _____

Gender Identity (optional)

| | | | |
|---|--|--|---|
| <input type="checkbox"/> A gender identity not listed | <input type="checkbox"/> Gender Non-Conforming | <input type="checkbox"/> More than one gender identity | <input type="checkbox"/> Questioning |
| <input type="checkbox"/> Female (cisgender) | <input type="checkbox"/> Intersex | <input type="checkbox"/> Non-Binary | <input type="checkbox"/> Transgender Female |
| <input type="checkbox"/> Gender Fluid | <input type="checkbox"/> Male (cisgender) | <input type="checkbox"/> Prefer not to answer | <input type="checkbox"/> Transgender Male |
| | | | <input type="checkbox"/> Two-Spirit |

Sexual Orientation (optional)

| | | | |
|-------------------------------------|--|---|--|
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Gay | <input type="checkbox"/> Pansexual | <input type="checkbox"/> Questioning |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Heterosexual/Straight | <input type="checkbox"/> Prefer not to answer | <input type="checkbox"/> Sexual orientation not listed |
| <input type="checkbox"/> Demisexual | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Queer | <input type="checkbox"/> Two-Spirit |

Dropping/Withdrawing from Classes

If you receive financial aid, veterans' benefits, or other tuition assistance, it is recommended you check with your funding office to find out how this may affect your financial assistance and eligibility.

Adding Classes

Adding classes may result in additional tuition and fees. You are responsible for your full tuition and fees.

Tuition & Fees Updates

Changes to your schedule may result in additional tuition and fees or refund. Please allow 24 hours for the system to recalculate your tuition and fees after submitting this form. You may view your account balance in your ctcLink Student Homepage under Financial Account.

Refunds

All refunds must be reviewed. Please allow 2-3 weeks for processing.

INSTRUCTOR APPROVAL CODE

- O** – Class is full - overload student
- R** – Student may admit/register for course
- V** – Variable credit – instructor must provide # of credits
- A** – Student may audit course
- W** – Waive course or program requisites

I have read the above information and returned all college owned equipment, books, and/or supplies.

STUDENT SIGNATURE

DATE

ADVISOR SIGNATURE
(Required if dropping all classes)