

## Course Add, Drop, or Withdrawal Form

FALL ☐ WINTER ☐ SPRING ☐ SUMMER ☐ Date Received: \_\_\_\_\_

<b>Student Name (First &amp; Last):</b>	<b>Student Number:</b>
<b>Student Email Address:</b>	

**DATE RECEIVED WILL BE THE DATE THIS FORM IS EFFECTIVE AND USED BY ENROLMENT SERVICES**

Approval from the instructor for any change in status in a course after the first day of class is not required, however it is recommended to ensure the instructor is notified of the change. An Academic Advisor's signature is required for a complete withdrawal of a student.

Students who are experiencing problems obtaining the required signatures in time to meet the deadline should inform Enrolment Services prior to the deadline as listed in the College Calendar.

<b>COURSE ADDITION <input type="checkbox"/></b>		
Course	Section No.	Instructor/Academic Advisor Signature

<b>COURSE DROP/WITHDRAWAL <input type="checkbox"/></b>		
<b>COMPLETE WITHDRAWAL OF COURSES <input type="checkbox"/></b>		
Course	Section No.	Instructor/Academic Advisor Signature

Reason for Withdrawal: \_\_\_\_\_

*If you have government student loans, grants, scholarships, or an adult upgrading grant, please obtain a signature from the Financial Assistance & Awards Officer:*

\_\_\_\_\_  
Financial Assistance & Awards Officer

*If you are a Dual Credit student, have you notified the Regional Transitions Coordinator of your course changes?* ☐

**DECLARATION**

**Freedom of Information/Protection of Privacy**

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

**Please read the following before signing:**

I declare that the information contained in this form is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations of the College.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**