



## 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.

COURSE ADDITION		
Course	Section No.	Instructor/Academic Advisor Signature

COURSE DROP/WITHDRAWAL COMPLETE WITHDRAWAL OF COURSES		
Course	Section No.	Instructor/Academic Advisor Signature

Please obtain signatures from the following department(s):

**Financial Assistance**

*\*if you have government student loans, grants, scholarships or adult upgrading grant*

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

**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**