ADD/DROP/WITHDRAWAL FORM

Last Name: _____ First Name: _____ GTC Student ID#: _____

Phone: _____ Current Academic Major(s): _____

Instructions:

- If adding a course, consult the course schedules online for class availability or visit your academic advisor for assistance with course selections.
- **You must obtain the instructor's signature to register for a course that:**
  (1) is closed (if added ON the first day of class or after)
  (2) requires special permission
  (3) has already met (also requires signature of the dean of your division)
- Submit completed form to the Enrollment Services Office or the Student Services location at a satellite campus.

Action Codes: **A** = Add **D** = Drop **W** = Withdrawal **AU** = Audit*

**Courses taken for audit must be clearly denoted on this form. No changes to or from audit status will be allowed after the add/drop period has expired.*

Status Change Reasons: **F** = Financial Difficulties **H** = Health Reasons **T** = Transportation **E** = Employment Change **S** = Scheduling Conflict **C** = Changed Mind **O** = Other reason

Year & Term (ex: 2018 Fall)	Action Code	Course Prefix	Course #	Section #	Status change reason	Instructor Signature & Date (if required)

Tuition Refunds: Tuition is refundable to students who officially drop from classes prior to the deadlines indicated in the Refund Schedule. Some fees may not be refundable. This information can be found in the college catalog or on the website at www.gvltec.edu/tuition-refunds/.

Registration/Billing Disclosure:

A student who registers for a course but fails to attend (including failing to meet the criteria for being counted as present in an online course) or attends only during the add/drop period **MAY** be administratively withdrawn. **An administrative withdrawal will charge the student 100% of the total tuition and fees.** To avoid the 100% penalty, you must complete the official drop process before the end of the specified add/drop period for each course. There will be no refunds after the add/drop period. Until all fees are satisfied, students will not be allowed to register for future classes.

Please contact the Financial Aid Office via email at financialaid@gvltec.edu, via phone at (864) 250-8000, or in person should you have any questions or concerns about how changes in your schedule may affect your financial aid.

By signing below, you verify that you have enrolled in courses at Greenville Technical College, have reviewed your schedule to ensure that the correct courses and sections have been selected, and understand the above disclosure statements.

Student Signature _____ Date _____

Academic Dean/Designee Signature _____ Date _____

Advisor Signature (optional)_____ Date _____

Enrollment Services Signature _____ Date _____

Financial Aid Signature _____ Date _____