

TERM and YEAR:
 Summer _____
 Fall _____
 Spring _____



ADD/DROP/WITHDRAWAL FORM

Name: _____ Student ID#: _____
Last First MI

Address: _____

Phone: _____ Academic Major: _____

Instructions:

- If adding a course, consult WebAdvisor for class availability or see your academic advisor for assistance with course selection(s).
- **You must obtain the instructor's signature to register for: (1) a closed class (added beginning on the first day of class), (2) a class whereby special permission is required to take or (3) a class after add/drop period has expired (also requires dean's signature).**
- Submit completed form to the Student Records Office or the Student Services Center at a satellite campus.

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

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

Action Code	Course Prefix	Course #	Section #	Status change reason	Instructor Signature/Date

**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.*

Tuition Refunds: Tuition is refundable to students who officially drop or withdraw from classes prior to the deadlines indicated in the Refund Schedule. This information can be found in the college catalog or on the website at www.gvltec.edu/tuition-refunds.

Registration/Billing Disclosure:

By signing below, you verify that you have enrolled in classes at Greenville Technical College, have reviewed your schedule to ensure that the correct courses and sections have been selected, and have read the stated policy and agree to these conditions of enrollment.

If a student registers for a course, but fails to attend (including failing to meet the criteria for being counted as present in an online course), the student will be administratively withdrawn from the course and will earn a grade of WA. 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 class. There will be NO REFUND after the add/drop period. Until all fees are satisfied, students will not be allowed to register for future classes or receive financial aid.

Please contact the Financial Aid Office should you have any questions or concerns about how changes in your schedule may affect your financial aid.

Student Signature _____	Date _____
Academic Dean/Designee Signature _____	Date _____
Advisor Signature (optional) _____	Date _____
Student Records Signature _____	Date _____
Financial Aid Signature _____	Date _____