

Add/Drop or Withdrawal Form



Pine
Technical
College

Revised 3/2010

Student Information

Name: _____ Student ID #: _____ Year Term: _____
 Last First MI
 Address: _____ Home Phone: _____
 Street Apt #
 City State Zip Cell/Work Phone: _____
 Program: _____ Effective Date: _____

Added Courses

Subject	Course #	Section #	Course ID#	Course Name	Credit	Faculty Signature

Adding Courses: Adding courses may only be done during the drop/add period, which expires after the fifth day of the term or 8% of instruction, whichever occurs first.

Dropped Courses

Subject	Course #	Section #	Course ID#	Course Name	Credit	Faculty Signature

Dropping Courses: Dropping courses may only be done during the drop/add period, which expires after the fifth day of the term or 8% of instruction, whichever occurs first.

EXCEPTIONS MUST HAVE DOCUMENTATION ATTACHED: _____ Administrative/Faculty _____ Petition

Withdrawal Courses _____ Partial Withdrawal _____ Total Withdrawal

Subject	Course #	Section #	Course ID#	Course Name	Credit	Faculty Signature

Withdrawal: Students may withdrawal from a course after the drop/add period and prior to the 60% point of the term. However, for partial withdrawal, the course remains on the transcript, and tuition/**fees are not adjusted**. For total withdrawal, courses remain on the transcript. See PTC student handbook for tuition refund procedure. Withdrawal forms must be submitted to the Admissions Office after completion of appropriate signatures. **It is the student's responsibility to check their on-line schedule.**

POSSIBLE IMPLICATIONS: Too many drop/withdrawals can effect academic status and financial aid. Students must complete at least 67% of courses attempted each term to maintain satisfactory progress. Dropping/withdrawing from a course can affect financial aid awards; in most cases, financial aid may need to be returned.

Comments: _____

Student's Signature _____

Counselor or Disabilities Coordinator or Dean Signature _____

Date _____

 800.521.7463/
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