## Request to Add/Drop/Withdraw from Class(es)

The deadlines to add/drop/withdraw from class(es) are published on the college website <u>Academic Calendar | Reynolds Community College</u> and in the Registration Guide .



For on-time requests, complete and submit this form in person to an Advising Services Office (any campus) or email this form to <a href="mailto:advising@reynolds.edu">advising@reynolds.edu</a>. Once form is completely filled out, with signatures, submit to the Office of the Registrar in person or at registrar@reynolds.edu.

Semester (	circle one):	Fall Spring	g Sumi	mer		`	Year: _	
Student ID:		Stı	Student Phone:			Na	lan:	
Student Last Name					Student First Name			
Class ID	Cubinat	Nivershau	C+:		Print Clearly		ماند ا	Overwide
Class ID	Subject	Number	Section	Add	Drop	Withdraw	Audit	Override
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		h a t	ما سمة ماطند		معامرالمامة			
		•		_	•			orerequisites and co-requisites, and ne
tilat i iliust į	day for the class	s(es) to comple	te tilis regi	stration by	tile approp	oriate paymer	it deadiii	·
Drop/Withd	Iraw: Students	are encouraged	d to first dis	cuss drop	/withdraw o	decision with	their inst	tructor, advisor and with financial
aid if not alr	eady done so.							
Withdraw N	otice: A grade	of ""W" will be	assigned a	nd the gra	de point av	erage will not	be affec	ted. I am aware withdraws do not
	-		•	•	•	•		pility and may put me in a situation
		college for tuiti						,,
Signature of S	Student:							DATE:
								DATE:

Approval for class load greater than 18 credits:									
If curricular, Dean of Academic School:	DATE:								
If non-curricular, Dean of Students:	DATE:								
Approval for class load greater than 20 credits:									
If curricular, Vice President of Academic Affairs:	DATE:								
If non-curricular, Vice President of Student Affairs:	DATE:								
For Advising Center Use Only:									
Withdrawal Deadlines: ☐ On Time ☐ Late — inform	medstudent								
☐ Financial Aid discussed with student ☐ Have used Military Edu	cation Benefits?								