

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

The deadlines to add/drop/withdraw from class(es) are published on the college website [Academic Calendar | Reynolds Community College](#) 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 advising@reynolds.edu. 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 Summer Year: _____

Student ID: _____ Student Phone: _____ Name of Plan: _____

Student Last Name

Student First Name

Please Print Clearly

Class ID	Subject	Number	Section	Add	Drop	Withdraw	Date of Last Attendance	Audit	Override

Add Notice: I understand that I am responsible for having satisfied all placement requirements, prerequisites and co-requisites, and that I must pay for the class(es) to complete this registration by the appropriate payment deadline _____.

Drop/Withdraw: Students are encouraged to first discuss drop/withdraw decision with their instructor, advisor and with financial aid if not already done so.

Withdraw Notice: A grade of "W" will be assigned and the grade point average will not be affected. I am aware withdraws do not qualify for refunds. I am aware that withdraws can negatively affect continued financial aid eligibility and may put me in a situation where I owe money to the college for tuition and fees. _____.

Signature of Student: _____

DATE: _____

Signature of Advisor: _____

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 — informed student

Financial Aid discussed with student

Have used Military Education Benefits?

Processed by: _____

Date: _____
