



# COURSE DROP/ADD

Students may change their schedules during the designated Drop/Add period only. The completed Drop / Add form must be taken to the Advisement Center first and then to the Financial Aid or Business Office and to Student Affairs. Any adjustments to fees will be made at that time.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID # \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Fees paid by (circle one): Pell HOPE VA VR Cash/Check Billing Charge

Program \_\_\_\_\_ Certificate \_\_\_\_\_ Diploma \_\_\_\_\_ Degree \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

### COURSES TO BE DROPPED

- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Last date of attendance \_\_\_\_/\_\_\_\_/\_\_\_\_ Instructor's Name \_\_\_\_\_
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- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Last date of attendance \_\_\_\_/\_\_\_\_/\_\_\_\_ Instructor's Name \_\_\_\_\_

### COURSES TO BE ADDED

**(Total credit hours including transient and online classes shall not exceed 18)**

- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Instructor's Name \_\_\_\_\_
- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Instructor's Name \_\_\_\_\_
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- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Instructor's Name \_\_\_\_\_
- CRN# \_\_\_\_\_ Course \_\_\_\_\_ Cr. Hrs. \_\_\_\_ Instructor's Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Instructor/Advisor Signature \_\_\_\_\_  
(Required for Additions Only)

<b>Office Use Only</b>		
Business Office _____	Financial Aid _____	Admissions _____

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.