

**ADMISSIONS & RECORDS**

Received by: _____

Date Recorded by: _____

ADD/DROP/WITHDRAWAL FORM **FALL** **SPRING** **SUMMER** **YEAR:** _____

Last Name _____ First Name _____ MI _____

Student ID # _____ MAJOR _____

Address _____

Phone # _____ Email _____

- Students dropping a class prior to the last day to ADD/DROP classes may be eligible for refund.
- Students are required to obtain an **AUTHORIZATION CODE** to add a class during the Late Registration period.
- During "Late Registration" you can register for classes that have not yet started.
- International Students are required to meet with the International Students Counselor to ADD or DROP courses.
- You can register for Saturday and off-campus classes at the first class meeting.
- Check calendar for last day to DROP from a semester length course **with or without a "W"**

Student's Signature _____

Date _____

REFUND POLICY:Please see the class schedule for complete refund information. Refunds are **NOT** issued automatically. Contact Business Office at (650) 306-3270**UNIT LOAD LIMITATIONS:**If you are planning to enroll beyond the maximum number of units (**19 units in FALL/SPRING and 9 units in SUMMER**), you are also required to submit a Petition to Enroll Beyond The Maximum Number of Units.

ADD	CRN	SUBJECT	NUMBER	SECTION	UNITS	AUTHORIZATION CODE OR SIGNATURE
	51329	MATH	110	AA	5	8526

DROP	CRN	SUBJECT	NUMBER	SECTION	UNITS	DROP REASONS (Circle ONE)
	51329	MATH	110	AA	5	 1. Financial 2. Medical/Health 3. Time Conflict 4. Transportation 5. Moving from Area 6. Child care 7. Prerequisite 8. Over Maximum Units 9. Other _____