ADD/DROP FORM

REGISTRATION & SCHEDULE CHANGE

CTCLINK ID # | PREVIOUS SID # (if applicable) | QUARTER/YEAR

LAST NAME | FIRST NAME | MIDDLE INITIAL

INSTRUCTOR APPROVAL CODE

- **O** – Class is full - overload student
- **R** – Student may admit/register for course
- **V** – Variable credit – instructor must provide # of cr.
- **A** – Student may audit course
- **W** – Waive course or program requisites

REQUEST TYPE (check one)		COURSE TITLE	CLASS #	INSTRUCTOR APPROVAL	
ADD	DROP*			INSTRUCTOR SIGNATURE	APPROVAL CODE (see above)

*If dropping classes, provide reason(s): _____

_____

Adding/Registering for Classes

Adding classes may result in additional tuition and fees. You are responsible for your full tuition and fees by the quarter's fee due date. Students registering after the due date must pay full tuition and fees within 2 business days. Failure to pay full tuition and fees may result in all classes being dropped for non-payment.

Dropping/Withdrawing from Classes

If you receive financial aid, veterans' benefits, or other tuition assistance, it is recommended you check with your funding office to find out how this may affect your financial assistance and eligibility.

Tuition & Fee Updates

Changes to your schedule may result in additional tuition and fees or refund. Please allow 24 hours for the system to recalculate your tuition and fees after your request is processed. You may view your account balance in your ctcLink Student Homepage under Financial Account.

Refunds

All refunds must be reviewed. Please allow 2-3 weeks for processing.

NON-DISCRIMINATION STATEMENT: Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Melissa Medina, Manager of Student Disability Services, 253-589-5755, melissa.medina@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

I have read the information above and have returned all college owned equipment, books, and/or supplies.

PRINT NAME | STUDENT SIGNATURE | TODAY'S DATE