



Students may add courses until the end of the second week of the semester and drop courses until the end of the eighth week of the semester. Adding or dropping units may affect financial aid eligibility. All students are required to have the Financial Aid Director's signature. Tuition refunds for students dropping or withdrawing from classes during the fall and spring semesters are made according to the following schedule:

First and Second weeks	100% Refund
Third and Fourth weeks	50% Refund
After Fourth week	No Refund

Please note: January interterm and summer semesters have separate refund schedules printed in their respective course schedules.

Name: _____ Student ID Number: _____

Semester: _____ Year: _____

DROPPED COURSES:

Dept	Crse#	Sec	Title	Units	Grade Option

ADDED COURSES:

Grade Options are: **L**=Letter Grade **CR**=Pass/Fail **A**=Audit

Dept	Crse#	Sec	Title	Units	Grade Option	Instructor's Approval

CHANGE OF GRADE OPTION:

Grade Options are: **L**=Letter Grade **CR**=Pass/Fail **A**=Audit

Dept	Crse#	Sec	Title	Units	Grade Option		Instructor's Approval
					Old	New	

Advisor's Signature: _____ Date: _____

Financial Aid Director's Signature: _____ Date: _____

Student Signature: _____ Date: _____

Registrar's Office: Processed _____

Initials Date