CHANGE OF SCHEDULE
COWLEY COUNTY COMMUNITY COLLEGE

Student Name _____

Student Number _____ - _____ - _____

SEMESTER

FALL ☐
SPRING ☐
SUMMER ☐

20_____ - 20_____

Your ADD or DROP is not official until this form is returned to the Registrar or Outreach office and signed.

ADD

DEPT.	COURSE #	SEC.	COURSE TITLE	SEM. HRS.	TIME	DAY	ROOM	INSTRUCTOR SIGNATURE

DROP

DEPT.	COURSE #	SEC.	COURSE TITLE	SEM. HRS.	TIME	DAY	ROOM

Date _____ Advisor's Signature: _____

Student's Signature _____ Registrar's Signature: _____

Indicate Reason for DROP/CHANGE: _____

BEFORE YOU WITHDRAW FROM YOUR CLASS — STOP...THINK!

- If you receive **FINANCIAL AID**, will withdrawing affect your financial status?
- Have you talked to your **INSTRUCTOR** about withdrawing? Perhaps things are not as bad as they seem.
- Is the course you want to withdraw from going to be offered again when you need it? Some classes are offered only one semester a year. It may be a year before you can re-enroll.
- Have you tried the services in the Underground or Academic Success Center? Free tutoring is available.
- If you need 12 hours or more for **INSURANCE**, will withdrawing affect your eligibility?
- Are you **WORKING** too many hours? It is likely that by cutting down your work hours, you will be able to do better in your classes.