



## Drop/Add Form

Information must be printed or typed in black or blue ink. (Penciled forms will not be accepted.)

Student Name: \_\_\_\_\_

ECC ID: \_\_\_\_\_

The following changes in enrollment are requested for Semester: ☐ Fall ☐ Spring ☐ Summer ☐ Other \_\_\_\_\_ Academic year: \_\_\_\_\_

A D D	Dept.	Course #	Section	Course Title	Days/Time	Credits	Signature of Division Chair (may be required for enrollment)	Date	Audit?
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No

D R O P	Dept.	Course #	Section	Course Title	Days/Time	Credits	Date

**Reason for dropping:**

☐ Employment

☐ Financial

☐ Health

☐ Military

☐ Moving

☐ Other \_\_\_\_\_

Number of credit hours for the indicated semester following this action:

Refund Deadlines in a sixteen-week semester (Classes less than 16 weeks in duration are refunded at a prorated basis)

100% refund period = calendar days 1-7      50% refund period = calendar days 8-14

### Student Responsibility:

**This document must be submitted for action to be processed.** Student understands changes in enrollment may affect one or more of the following:

- Scholarship, federal grant status, or availability of other financial aid
- Corequisite or prerequisite status for other courses
- Program length
- Private health insurance
- Other enrollment-based status either contracted with East Central College or a third party.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

**Student understands failure to submit this form in a timely manner may result in an administrative withdrawal or failing grade.**  
**Advisor signature indicates only that student has been made aware of effects this petition may have on his/her ECC academic program.**

### NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Auxiliary aids and services are available upon request to individuals with disabilities. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Shelli Allen, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, Missouri 63084 636-584-6565 or stnotice@eastcentral.edu.

Updated August 2018 SSC