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| F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS Sig stacked blk 1.5 PC.eps | | | | | **REGISTRATION TRANSACTION**  **CLASS ADD/DROP FORM** | | | | | | | | | | | | **Quarter of registration:**  Summer  Fall  Winter  Spring - Year 20  **Please indicate the campus where you plan to add/drop classes:**  SCC  SFCC | | | | | | | |
| **USING A BLUE OR BLACK PEN, CLEARLY PRINT ALL INFORMATION BEFORE SUBMITTING TO REGISTRATION.** | | | | | | | | | | | | | | | | | | | | | | | | |
| Full legal name | | |  | | | |  | |  | | | ctcLink Identification Number (###-###-###) | | | | | | | | |  | | | |
|  | | | Last | | | | First | | M.I. | | |  | | | | | | | | |  | | | |
| Address |  | | | | | | | | | | | City |  | | | | | | ST |  | Zip |  | | |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **REGISTER OR ADD** | **5-Digit Class**  **Number**  **(example: 12345)** | **SUBJECT**  **(ENGL&**  **WELD)** | **Number**  **(101**  **113)** | **Credits** | **Audit2** | **Added to class waitlist** | **Prerequisite: counselor or instructor override signature or permission code** | **3rd-5th day of the quarter instructor signature required to add a class3** | **Instructor signature required to override class capacity (dept dean approval also required for online classes).** | **Date** | **1st Date of Attendance** | **SCC ONLY**  **Permission from VP of Instruction to add a class after the 5th day of the quarter4** | **Date** | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 To drop ALL classes, complete the *Official Withdrawal Form*. See the important dates online for complete refund information. Short-course/Dynamic-Dated refund dates are pro-rated. Refunds are processed by the Business Office and take 10 working days to complete.  2 Audit: If you do not wish to earn credit or receive a decimal grade, put an “A” in the “Audit” column indicating you wish to audit the class. Financial Aid will not pay for classes that are audited.  3 Instructor signature required to add a class from 3rd through 5th day of the quarter. Last day of adding a class is the 5th day of the quarter.  4 **SCC ONLY Adding classes beyond the 5th day of the quarter must have instructor AND VP of Instruction signature.** | | | | | | | | | | | | | | | | | | | | | | | | |
| ***\*COLLECTIONS NOTICE****: By signing this form, you agree that you will be liable for all collection fees, of up to 19.5%, and interest, of up to 12%, which may be based on the unpaid balance charges, and all attorneys’ fees, related to the collection of any unpaid charges on your student account.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student signature** | | | |  | | | | **Date** | |  | | | | | **Advisor’s signature** | | |  | | | | | **Date** |  |
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