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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 |       |
| Phone |       | E-mail address |       |
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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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| **DROP**1Instructor signature is not required to drop classes | **Number** | **SUBJECT** | **Number** | **Section** | **Credits** | **FOR OFFICE USE ONLY** |
|       |       |       |       |       |  |  |  |  | **Registration Transaction Entered** |
|       |       |       |       |       | Service Indicator |  | Date |  |  |  |  |  |
|       |       |       |       |       |  |  |
|       |       |       |       |       |  |  |
|       |       |       |       |       | Override signature |  | Initial |  | 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** |       |
|  |  |