Courses: Add/Drop/Withdraw

No verbal or phone ADD/DROP permitted.

No Adding courses if there is a HOLD on your account.

Term □ Fall □ Spring □ Summer Year: ________________

Student Contact Information

Last name ___________________________________________ First name_________________________ Middle name _______________________

Phone □ home □ cell ________________________ Work Phone / ext. _______________________

Go ONLINE BEFORE Add/Drop deadline: Log in to the MyCC portal, click on Registration/Grades tab, click on Add/Drop courses or Course Search.

Fill out PAPER AFTER Add/Drop deadline: Complete this form with signatures (as needed) and submit to Registrar’s Office.

Course # / Section e.g.WRT101 CA01

COURSE TITLE Instructor

Add

Drop/Withdraw

Get signatures or attach printouts of emails indicating approval.

Course is full: faculty instructor ____________________________

Exceeds maximum course load/term: dean/center director ____________________________

Academic dean or regional center director ____________________________

Financial aid — Please contact the Financial Aid Office to find out the effect your add/drop will have on your financial aid. It may change your financial aid for the term. Students are responsible for any funds that are cancelled, including any refunds already received.

By signing, I acknowledge that I understand the relevant policies and the effect of these changes on my financial aid and tuition liability, and still request to Add/Drop/Withdraw from my courses as listed on this form.

Student signature on paper printout ____________________________________________

Date ____________________________

What’s the Difference?

If the Registrar’s Office receives your completed and signed form....

....before the first class or before the add/drop deadline, it’s DROP — No tuition is charged; no entry on your academic record.

....after add/drop deadline and after the first class, it’s WITHDRAW — You remain responsible for some or all tuition; grade of WD on your academic record.

See Policies

www.cambridgecollege.edu/add-drop-policy

www.cambridgecollege.edu/bursar/adding-dropping-courses

After completing form submit it to:

Registrar’s Office
Cambridge College
500 Rutherford Avenue
Boston, MA 02129

Or email to: registrar@cambridgecollege.edu
Or fax to: 617.349.3560

CC: Bursar, Financial Aid