



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 _____
Last First M.I.

ctcLink Identification Number

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Address _____ City _____ ST _____ Zip _____

Phone _____ E-mail address _____

REGISTER OR ADD	4-Digit Class Number (example: 1234)	SUBJECT (ENGL& WELD)	NUMBER (101 113)	Credits	Audit ²	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 class ³	Instructor signature required to override class capacity (dept dean approval also required for online classes).	Date	1 st Date of Attendance	SCC ONLY Permission from VP of Instruction to add a class after the 5th day of the quarter ⁴	Date

DROP ¹ Instructor signature is not required to drop classes	Number	SUBJECT	NUMBER	Section	Credits	FOR OFFICE USE ONLY							
							Service Indicator _____ Date _____				Registration Transaction Entered		
						Override signature _____							

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 _____