

Year: 20 10

Tompkins Cortland Community College  
170 North Street, PO Box 139  
Dryden, NY 13053-0139

Semester:  
 Fall  
 Spring  
 Summer

### Official Change of Schedule Form

This form should be used to **add, drop, withdraw (W), withdraw passing (WP) or withdraw failing (WF)** from a course. Deadlines are listed in the course schedule. If you are completely dropping or withdrawing from all of your courses, you should use the "Withdrawal" form. *Dropping or withdrawing below fulltime (12 credits) or halftime (6 credits) may affect your financial aid.*

Name: Student, Sample  
Last First Middle Initial Former (if applicable)

Student ID Number: 710 / 100 / 0000 Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

E-mail Address: SS001@mymail.tc3.edu

Address: \_\_\_\_\_  
Street (include apt. number) City State Zip Code

Local Address (if different): \_\_\_\_\_  
Street (include apt. number) City State Zip Code

Telephone Number: (607) 555-5555 Local Number (if different): ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

#### Courses to be Dropped or Withdrawn:

Subject Abbreviation (i.e., ENGL)	Course Number (i.e., 101)	Section Type (Lec, Lab)	Section Number (M02, AL1)	Credit Hours
<u>SOCI</u>	<u>101</u>		<u>AL2</u>	<u>3</u>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>

**Tuition Liability:**

If you drop a course, or withdraw from the College, you will be charged non-refundable tuition and fees according to the following schedule for 15-week courses\*:

Prior to the start of classes	0%
During the first week of classes	25%
During the second week of classes	50%
During the third week of classes	75%
After the third week of classes	100%

\*Non-refundable tuition charges will be prorated on a similar schedule for courses less than 15 weeks.

#### Courses to be Added:

Subject Abbreviation (i.e., ENGL)	Course Number (i.e., 101)	Section Type (Lec, Lab)	Section Number (M02, AL1)	Credit Hours	Instructor's Signature (required for permission to over-enroll, join class late, or override pre-requisites)
<u>PSYC</u>	<u>207</u>		<u>M02</u>	<u>3</u>	<u>ESamp</u>
<u>BIOL</u>	<u>101</u>		<u>M04</u>	<u>3</u>	
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>

I understand that dropping or withdrawing may cause a change in my financial aid. I also understand that I am responsible for any amount due to the College as well as any collection costs, if applicable.

Student's Signature: Sample Student Date: 5/14/10

Advisor's Signature: Katherine M. Campbell Date: 5/14/10

Approval of the Dean of Instruction is needed to register for more than 18 credits or if submission is after a deadline.

Dean of Instruction's Signature: \_\_\_\_\_ Date: \_\_\_\_\_