NORTHWEST COMMUNITY COLLEGE

CHANGE/WITHDRAWAL FORM

YEAR _____

TERM _____

STUDENT NUMBER _____ LAST NAME _____ FIRST NAME

EFFECTIVE DATE WILL BE THE DATE THIS FORM IS RECEIVED BY REGISTRATION AT ANY NWCC CAMPUS OR THE REGISTRAR'S OFFICE

The Change/Withdrawal Form must be completed for courses dropped after 15% of course completion. Students may withdraw from a course(s) and will receive a 'W' grade up to the end of 50% of the course completion date. A completed Change/Withdrawal form must be received by the Registrar or Campus Registration by the deadline date. A 'W' grade will then be assigned by the Registrar for the course or courses.

The student is advised to talk to a student advisor before withdrawing from a program, especially if receiving financial aid through StudentAid BC. Students who are experiencing problems obtaining the required signatures in time to meet the deadlines should inform the Registrar prior to the deadline as listed in the college calendar.

COURSE ADDITION

Course Name	Course No.	Sect No.	Actual Start Date (actual start date completed by instructor)	Instructor (print name + sign)

COURSE DROP (COMPLETE WITHDRAWAL OF COURSES)

Course Name	Course No.	Sect No.	Withdrawal Date (withdrawal date completed by instructor)	Instructor (print name + sign)

NAME CHANGE (include copy of marriage certificate or certificate of name change or driver license or for the purpose of returning to a maiden name a birth certificate)	Date
Address Change	

_____

Reason for withdrawal (may be completed after obtaining signatures)

Student's Signature _____ Office Authorization Signature _____ Date _____

COMMENTS - OFFICE USE ONLY