



CALIFORNIA PREPARATORY COLLEGE

Add / Drop Form

Date of Submission: ____/____/20__

Student Name: _____ Student ID # _____ Term _____ 20__

If Summer, circle session: May, June, July

Add courses

Prefix	CRN	Course Title / Units	Days	Times	Instructor (signature)

of Units: Before Add Request _____ After Add Request _____

Drop courses

Prefix	CRN	Course Title / Units	Days	Times	Instructor (signature)

of Units: Before Drop Request _____ After Drop Request _____

Part I. Student Unit Verification

I understand that any units that are ADDED or DROPPED, which change my new total of units attempted during this term may affect any previous financial aid plan that has been established with the Student Accounts Office and the Student Financial Aid Office. Any units over 16.5 units will accrue additional fees; furthermore, any changes that cause units to drop below a full-time status (12 units) my aid will be adjusted to reflect the reduction in units.

Student Signature _____ Today's Date: ____/____/____

Part II. Student Accounts

I certify that the unit changes have been noted and changed on the student's account. The student has been informed of the charge changes, discount changes and scholarship changes.

Student Accounts: _____ Date of verification: _____

Part III. Life Counselor

I have meet and discussed the class changes with the student.

Life Counselor: _____ Today's Date: ____/____/____

Part IV. Records Office

I certify that the above requested changes have been made to the student's record. I have attached the new student schedule to this form as verification of changes made.

Check one: Form was submitted before last day to drop for this semester Form was NOT submitted before last day to drop for this semester

Changes were made on Thinkwave on: _____

Director of Records Signature: _____