Course Revision (Add / Drop)

nscc

Due to program requirements, prior to making a final decision, students are advised to discuss potential course revisions with Student Services, program Faculty and/or the appropriate Academic Chair.   Students are advised to review their student handbook for key dates, academic policy and financial implications related to course revisions. **This form must be completed and submitted by the student to Student Services for the course revision(s) to be official.** The date this form is submitted to Student Services will determine the grade posted to the student record (i.e. "W" or "F") and any financial impact as well.

My Contact Information:

Full Name:	
Student ID:	
NSCC Program:	
NSCC Campus:	
Primary Phone:	
Primary Email:	

ADD

Course Name	Class Number	On-Campus	Online	Unit Value

DROP

Course Name	Class Number	On-Campus	Online	Unit Value

I have met with a member of Student Services to discuss this revision: ☐ Yes ☐ No
I have met with a Faculty member or Academic Chair to discuss this revision: ☐ Yes ☐ No
I have discussed this course revision with my sponsor / student loan. ☐ Yes ☐ No ☐ n /a

By signing and dating below, I am aware of and understand the implications that may occur due to this course revision (s).

Student Signature: _____   Date: _____

Staff Signature: _____   Date: _____

Campus Use Only:

Notified Faculty   ___   Notified Academic Chair   ___   Notified Finance ___
Notified CSRE   ___   Notified Online Learning   ___

Original Unit Load: Full-Time: ☐   Part-Time: ☐

Revised Unit Load: Full-Time: ☐   Part-Time: ☐

PeopleSoft Updated By:_____   Date Processed: _____

After processing the course revision, please retain this form in confidential student file for campus archives   Updated: Jan 25, 2012