

# Add/Drop/Withdrawal Form

|                           |  |   |                           |
|---------------------------|--|---|---------------------------|
| <b>PRESENT THIS FORM:</b> | <b>IN PERSON:</b> REGISTRAR'S OFFICE, C BUILDING, ROOM 120 |   |                           |
|                           | <b>MAIL:</b>   | NORTHWEST STATE COMMUNITY COLLEGE<br>REGISTRAR'S OFFICE<br>22600 STATE ROUTE 34, ARCHBOLD, OH 43502 | <b>FAX:</b> (419)267-5604 |

**REQUIRED INFORMATION** (*Please Print Clearly*)

TERM: \_\_\_\_\_ Fall                      \_\_\_\_\_ Spring                      \_\_\_\_\_ Summer

Name: \_\_\_\_\_ Student ID N00 \_\_\_\_\_  
( If NSCC ID is unknown then print last 4-digits of SS#)

**REASON FOR CHANGE (BE SPECIFIC):**

\_\_\_\_\_

**CHECKLIST:**

Recipients of Veteran's Educational Benefits must contact the School Certifying office at [registrar@northweststate.edu](mailto:registrar@northweststate.edu)

Financial Aid recipients must contact the FA office at [finaid@northweststate.edu](mailto:finaid@northweststate.edu) (include ID #) to determine the effect (increase/decrease) of your aid awards before making registration changes.

**ADD A COURSE**

The last day to add a course is the day before the term begins for that course (pay special attention to flexibly scheduled courses). To add a course after the term has begun requires the signature of the instructor and the Dean overseeing that course division.

**DROP A COURSE**

Policies are listed on the back of this form and in the college catalog. The refund schedule for courses are listed in Calendars/Schedule at NorthwestState.edu. Dropping a course **does not** require the signature of the instructor or Dean.

**WITHDRAW FROM A COURSE**

Policies are listed on the back of this form and in the college catalog. The refund schedule for courses are listed in Calendars/Schedule at NorthwestState.edu. Dropping a course **does not** require the signature of the instructor or Dean.

| CRN, Course number –section<br><small>Example:<br/>CRN 1116      ENG111-001</small> | Course Title | Add | Drop | Withdraw | Audit | Instructor & Dean Signatures<br><small>(required to add when class has started)</small> |
|---|--------------|-----|------|----------|-------|---|
|   |              |     |      |          |       |   |
|   |              |     |      |          |       |   |
|   |              |     |      |          |       |   |

By signing this form the student accepts full responsibility and consequences for dropping/withdrawing from courses required for a degree or certificate, as well as for adding courses that may not be required.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Date Processed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Processed By: \_\_\_\_\_

## ***REFUND OF TUITION AND FEES POLICY***

All course drops may be done through a student's myNSCC web portal or in writing and are effective on the date received by the Registrar. The tuition and lab/material fee refund policy is shown below. The student fee is refunded if a complete drop is done during the 100% refund period.

### **Courses that are 1 week or less have the following policy:**

Must be dropped the day before the term begins for the course for a 100% refund. Financial aid recipients should contact the Financial Aid office if they plan to drop/withdraw (or stop attending) all course during the semester.

### **Courses that are 2-7 weeks have the following policy:**

Week 1 = 100% refund

Week 2 = No refund

### **Courses that are 8-15 week have the following policy:**

Week 1 = 100% refund

Week 2 = 50% refund

After Week 2 = No Refund

### **Courses that are 16 weeks or more have the following policy:**

Week 1 = 100% refund

Week 2 = 75% refund

Week 3 = 50 % refund

After Week34 = No Refund

End of the eighth week to withdraw.

**Students may withdraw from any or all courses on or before the posted withdrawal deadline. Deadlines are posted on the College website. Withdrawals after the withdrawal deadline are on an exception basis only and may be approved by a Division Dean or the Vice President for Academics.**

## ***WITHDRAWING FROM COURSES POLICY***

Dropping a course **after** the 100 percent tuition refund period is a "withdrawal," which may be completed by using myNSCC, in-person, by faxing the request to the Registrar's Office at (419) 267-5604, or by mailing the request which must be post marked on or before the last date for a "W" deadline. Failure to attend classes or give proper written intention to withdraw may result in failure of a course. Students will be academically and financially responsible for any "W" or failing grade received.

### **Courses that are 3 weeks or less have the following policy:**

No withdrawal option.

### **Courses that are 4-7 weeks have the following policy:**

End of the second week to withdraw.

### **Courses that are 8-15 week have the following policy:**

End of the fourth week to withdraw.

### **Courses that are 16 weeks or more have the following policy:**

End of the eighth week to withdraw.

**Students may withdraw from any or all courses on or before the posted withdrawal deadline. Deadlines are posted on the College website. Withdrawals after the withdrawal deadline are on an exception basis only and may be approved by a Division Dean or the Vice President for Academics.**