



Member of



Add/Drop/Withdrawal Form

Student ID: _____

Semester: _____

Date: ____ / ____ / ____

Name: _____
Last First Middle Initial

Phone: (____) ____ - ____

Student Signature: _____
Signature

Note: A signature is required only if the student is dropping/withdrawing. If the student is being approved to add a course, only the dean or campus director/associate dean signature is required.

Warning: Dropping/Withdrawing from courses can negatively impact Financial Aid, VA Benefits, WIA, and International Student Status.

DROP/WITHDRAWAL

Course / Section / CRN	Credit Hours	Reason for Drop (see codes below; only choose one)

ADD

Course / Section / CRN	Credit Hours	Dean or Campus Director/Associate Dean Signature

Drop/Withdrawal Reason Code List (Choose Only One):

WM = Changed My Major WN= Family Responsibilities WO = Financial Reasons WP = Health Related WQ = Incorrect Course
 WR = Instructional Issues WS = Job Related WT = Military Mobilization WU = Not passing WV = Other

NOTE: If you wish to withdraw from all your classes after the withdrawal deadline, you must complete the late/medical withdrawal form located in myNSCC and attach any supporting documentation

ADMINISTRATIVE WITHDRAWAL by Registrar or Students Affairs Personnel	
Reasons/Justification for withdrawal: _____	

_____	____ / ____ / ____
Registrar or Student Affairs Signature	Date
(RECORDS OFFICE USE ONLY)	
Processed By: _____	Date: ____ / ____ / ____
Checked By: _____	Date: ____ / ____ / ____