



DROP/ADD FORM

The Drop/Add Form is available on page 2.

DROP/ADD

Drop/Add is the period in which students may make adjustments to their course schedule for a specific semester, term, or session. The Drop/Add/Withdrawal form must be submitted to the Records Office by the applicable deadline in order for the adjustment to occur.

- Refer to the [Academic Calendar](#) for Drop/Add period dates (e.g. Drop/Add 8:00 AM-7:00 PM).
- A valid student signature is required for all student initiated schedule adjustments.

WITHDRAWALS (The electronic Withdrawal Form is available in your [Moodle](#) course syllabus.)

It is the student's responsibility to initiate a withdrawal from a course. Students may withdraw from a course through the end of the 60th percent point of the semester or its equivalent in a shortened session. Students who withdraw from a course by the withdrawal deadline will receive a grade of W.

Students must submit a completed Drop/Add form to the Records Office by the applicable deadline to withdraw.

- Refer to the [Academic Calendar](#) withdrawal deadlines (e.g. Deadline to receive "W" Grade-16 week courses).
- A valid student signature is required for all student initiated withdrawals.

PAYMENT

Payment for any additional balance owed as a result of registering for additional credit hours during Drop/Add is due by the applicable deadline outlined in the [Academic Calendar](#).

REFUNDS

The Refund Policy provides information regarding [tuition refunds](#). Contact the Business Office at 336.342.4261 extension 2184 if you have additional questions.

RECORDS OFFICE CONTACT INFORMATION

Please contact the Records Office if you have questions.

RCC Records Office
Whitcomb Student Center
336.342.4261 extension 2333
336.342.1809 fax
records@rockinghamcc.edu



DROP/ADD FORM

TERM/YEAR: FALL _____ SPRING _____ SUMMER _____ DATE _____

PROGRAM OF STUDY _____ ADVISOR _____

PRINT NAME _____ ID NUMBER _____
LAST FIRST MIDDLE INITIAL

CHECK BOX IF APPLICABLE: FINANCIAL AID VETERANS' BENEFITS
 If you receive any financial assistance, verify the impact of TUITION PAYMENT PLAN OTHER (specify) _____
 adjusting your schedule prior to submitting this form.

DROP/WITHDRAW			
COURSE & NUMBER <small>(EX. ENG 111)</small>	SECTION <small>(EX. 0001)</small>	CREDIT HR(S)	REASON
TOTAL CREDIT HOURS→			

ADD			
COURSE & NUMBER <small>(EX. ENG 111)</small>	SECTION <small>(EX. 0001)</small>	CREDIT HR(S)	APPROVAL (if required)
			DEAN/INSTRUCTOR SIGNATURE _____ DATE _____
TOTAL CREDIT HOURS→			

It is recommended students consult with their advisor prior to adjusting their schedule.

ADVISOR SIGNATURE _____ DATE _____
 STUDENT SIGNATURE _____ DATE _____

Unless sent from an official Rockingham Community College email account, this form must have a handwritten signature.

-OFFICE USE ONLY-																								
RECORDS OFFICE _____ DATE _____	REFUND: _____ 75% _____ 100%																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">CR</th> <th style="width: 25%;">TUITION</th> <th style="width: 50%;">ACT. FEE</th> </tr> </thead> <tbody> <tr><td>ORG</td><td> </td><td> </td><td> </td></tr> <tr><td>DROP</td><td> </td><td> </td><td> </td></tr> <tr><td>ADD</td><td> </td><td> </td><td> </td></tr> <tr><td>TOTAL</td><td> </td><td> </td><td> </td></tr> </tbody> </table>		CR	TUITION	ACT. FEE	ORG				DROP				ADD				TOTAL				DUE REFUND: TUITION _____ ACTIVITY FEE (601) _____ CREDENTIAL FEE _____ CAPS FEE _____ TECHNOLOGY FEE _____			
	CR	TUITION	ACT. FEE																					
ORG																								
DROP																								
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TOTAL																								
BUSINESS OFFICE _____ DATE _____	TOTAL REFUND: _____																							