

Day/Evening/Non-Credit Class Add/Drop/Withdrawal

Semester this request is f	or:
(Check One)	
FALL:	
SPRING:	
SUMMER – 1 st 6-Weeks:	
SUMMER – 2 nd 6-Weeks:	
SUMMER – 10 Weeks:	
WINTER:	
Year: 20	

Name:							Student-ID (Require	SUMMER – 2 nd 6-Weeks: SUMMER – 10 Weeks: WINTER:			
Add	lress:	Number an	d Street			City / Town	State	Zip		Year: 20	
			: 🔲 Ar				? If checked, the International St he Athletic Director or designee i				
Pleas	se complete	the follow	/ing: Mark	k the first	box when	adding a course;	or the second box when droppi	ing/withdrawing	from a cour	se.	
Add	Drop / Withdraw	4-Digit Class #	Course #	Section #	Credits		Course Title	Days	Times	Faculty Signature & Date Are Required For Class Over Enrollment	
Х		1234	CH101	001	4	Colle	ge Chemistry [Example line]	MWF	8:00 – 8:50am	FACULTY SIGNATURE / DATE	
Day Course: Tuition only Before the 1 st day of scheduled College classes 100% During the 1 st week of scheduled College classes 100% During the 2 nd week of scheduled College classes 100% During the 3 rd week of scheduled College classes 25% During the 3 rd week of scheduled College classes 25% Before the 3 rd classes 25%						Before & during the Thereafter	ne 1 st week of scheduled College classes	100% Befo There ET: Non- meet For C caler With	Cont. Ed Credit Course- Evening, Weekend, Wntr/Summer: Fees only Before the 2 nd class meeting100% Thereafter0% Non-Credit Workshops charges are non-refundable after the 1 st class meeting. For On-line courses consult MassBay's website for specific refund calendar. Withdrawals may impact awarded financial aid packages. Abandonment of a course does not constitute a withdrawal.		
Received on: Received By:						<u>Disclaimer</u> : I understand that I am responsible for completing all of my academic program and major requirements.					
Processed on: Processed By:					Student's Signa	t's Signature: Date:					
Update	d 9/21/2011						Advisor's Signa	ture:		Date:	