



Add / Drop Form

Name: _____ Student ID #: _____ Quarter: _____

Address: _____ Phone: _____

*Changes to General Education classes require an Advisor's signature.
After the 3rd day of class, an instructor's signature is also required to add General Education classes.
Changes to Career Training classes require the Instructor's signature.
All changes for High School students require their Advisor's signature.*

Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop
Item #	Course Name	Add	Drop

Dropping a class after the 10th day of class will result in a 'W' on your transcript. Classes cannot be dropped after the 6th week of the quarter.

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. Starting the first day of class, Bates grants refunds as follows: 1st to the 5th calendar day – 80%, 6th to 15th calendar day – 40%, after the 15th calendar day there is no refund.

_____ Student Signature	_____ Date
_____ Instructor's Signature or Initials	_____ Date
_____ Advisor's Signature	_____ Date
_____ Financial Aid Signature	_____ Date

Staff use Only

Date Received: _____ Comments: _____