**Enrollment Services Center**
3535 Adkisson Drive • Cleveland, TN 37320
Phone: (423) 473-2310

**Add/Drop/Withdrawal Form**

Please verify all deadlines in the college catalog, schedule of classes and/or on your course syllabus.

**PROCEDURES:**

**Adding:**
- Complete all required sections.
- Instructor and Dean signatures are required after schedule adjustment period.
- Business Office signature verifying payment is required after the 14th day of class.

**Dropping/Withdrawal:**
- Complete all required sections.
- Section Changes – instructor signatures required from the course being dropped and added.
- Dropping – Instructor signature required.
- Financial Aid signature required.

**Complete Withdrawal:**
- Complete all required sections.
- Academic advisor signature required.
- Financial Aid signature required.

**STUDENT INFORMATION:**

Name: ____________________________________________________________________ Student ID#: ____________________

Do you receive Financial Aid? □ Yes □ No

Cell Phone: __________

Reason for Request: _____________________________________________________________________________________

Student Signature: ___________________________ Date: _______________________

**COURSES TO BE ADDED**

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<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Sec #</th>
<th>Hrs</th>
<th>Course Title</th>
<th>Instructor’s Signature</th>
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**COURSES TO BE DROPPED OR WITHDRAWN**

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**– Administrative Use Only –**

Financial Aid (if required): ___________________________ Date: __________________

Business Office Signature: ___________________________ Date: __________________

Additional Fees Charged: ____________ Receipt No.: ____________________________

Records Office Signature: ___________________________ Date: __________________

Comments: ____________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Enrollment Services - Original Copy, Student - Yellow Copy

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