Add/Drop Form

Please use this form to request class(es) be added or dropped. Please note: enrollment changes may cause students to owe a repayment, or affect future funding eligibility. If you are receiving Financial Aid (faid@tacomacc.edu), Veterans' Benefits (VA@tacomacc.edu), or Workforce funding (TCCworkforce@tacomacc.edu), please consult with the office providing your funding before dropping your class(es).

Submit the completed form to the Enrollment Services Office in Building 7 (North entrance), or EnrollmentServices@tacomacc.edu.

Student ID:	Last Name:	First Name:

Quarter: Fall ☐   Winter ☐   Spring ☐   Summer ☐   Year: _____

Have you viewed the add, drop, and refund dates on the Important Dates Calendar (link below)? No ☐ Yes ☐
Important Dates Calendar: https://www.tacomacc.edu/academics-programs/academiccalendar

By signing and submitting this form, I understand that I am responsible for tuition and fees that may be incurred when adding or dropping a class.

Student's Signature: _____ Date: _____

How to use this form: Fill out the class information on the left side if you are adding or dropping a class. If you are adding a class that requires instructor permission, please have your instructor completed the right side of this form before submitting it.

Action:	Class Name : *(ex. ENGL&101)*	Class Number: *(ex. 2489)*	Credits: *(ex. 5)*	Instructor Signature:	Instructor Approved Add Reasons— Check All that Apply:
☐ Add ☐ Drop					☐ Instructor Permission Required ☐ Prerequisite Override ☐ Class Capacity Override (**Program Chair permission required; cannot bypass waitlist order**) **Chair Signature**_____
☐ Add ☐ Drop					☐ Instructor Permission Required ☐ Prerequisite Override ☐ Class Capacity Override (**Program Chair permission required; cannot bypass waitlist order**) **Chair Signature**_____

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