

# REGISTRATION / SCHEDULE CHANGE



Student ID: S \_\_\_\_\_

CHECK here if Your Address or Phone Number has CHANGED

LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

Term: (circle one) Summer / Fall / Spring Year: \_\_\_\_\_

ADD CLASSES			Permissions, Overrides, and Approvals					Lead, Chair, or Dean
CRN#	Course	Section	Instructor/Advisor: <i>Please SIGN, DATE, and INITIAL the appropriate column</i>	DATE	Instructor/Advisor Permission to Enroll	Approval for late enrollment prior to census date (a)	Override Closed Class (a/b)	Override Pre-/Co-Requisites (c)
20085	MAT-121	001	<i>This line is displayed ONLY as an Example!</i>		<i>Initial below</i>	<i>Initial below</i>	<i>Initial below</i>	<i>Initial below</i>

(a) FACULTY may Override only PRIOR to Census (Drop) Date  
 (b) DOES NOT apply to classes with waitlist option  
 (c) LEAD, CHAIRPERSON or DEAN OF INSTRUCTION ONLY

## DROP/WITHDRAW

CRN #	Course	Section	Instructor's Signature & Date ONLY if required for transaction.	DATE	Drop or Withdraw <i>(Please circle one)</i>
20085	MAT-121	001	<i>This line is displayed ONLY as an Example</i>		
					D / W
					D / W
					D / W
					D / W
					D / W

### IMPORTANT! - PLEASE READ

### HOW DOES A SCHEDULE CHANGE AFFECT MY STUDENT BILL?

DROP dates are specific for each course in your schedule. For the most current information, check the DROP date for each course online at <http://www.rccc.edu/schedule/>.

➔ All schedule changes **must be requested in writing by the specific, published date for each course. NO SCHEDULE CHANGES ARE PERMITTED BY PHONE!**

- Course **DROP**: Must be processed on or before the DROP date published in the schedule or online. You will not be charged for the course. If you paid for the course, you will receive a full refund. No record of the course will appear on your transcript.
- Course **WITHDRAW**: Requested **after** the DROP date and **before** the WITHDRAW date, as published in the schedule. You will be charged 100% for the course. A "W" grade will appear on your transcript. Your grade point average (GPA) will not be affected.
- Course **CHANGES**: No "switching of classes" after the published census (drop) date for the class requesting to be dropped and published add deadline for the class requesting to be added. No schedule changes are allowed **after** the published WITHDRAW date. The grade on your transcript is the grade you earned in the class.

**FINANCIAL AID RECIPIENTS: If you withdraw or reduce your credit hours, your financial aid award may be reduced and you may owe money back.**

**Be sure you talk with a Financial Aid advisor as soon as possible concerning the consequences of reducing your hours.**

I acknowledge that changes in my educational program (adding, dropping, or withdrawing from courses) may change the amount due on my student account. I understand and acknowledge that I am responsible for all tuition and fees charged to my student account. If I have applied for and I am not awarded financial aid or later decline it, I am still responsible for full payment of all tuition and fees. All classes must be dropped before the specific drop/refund date for each class or I am responsible for full payment. I understand that I will not be dropped from a class for missing payment deadlines. If the faculty member identifies me as not attending or participating in the class prior to the drop/refund date, I will be dropped from the class and not held responsible for payment. If I am **NOT** reported as non-attending, it is **MY** responsibility to contact the instructor prior to the end of term and obtain written confirmation of non-attendance (forms are available in Admissions). I understand that once I present the signed form confirming non-attendance to Admissions before the last day of the term, the particular class(es) will be dropped. If I paid for the class(es), I will receive a full refund.

Any balance due on my student account that has not been paid by the end of the term may be referred to an agent of the College for further collection action. Collection action will result in responsibility for additional costs including collection agency fees, legal costs, interest, or other charges. I will not be able to register for additional courses within the Colorado Community College System, receive a transcript, or graduate if my account is past due. Any delinquency will be reported to national credit bureaus and my Colorado state tax refund may be used to pay all or a portion of my past due bill.

**REQUIRED INFORMATION:** Have you applied for the College Opportunity Fund (COF)? If you are a Colorado resident, you must apply for COF to receive the in-state tuition stipend, which pays for a portion of your total tuition. **Your signature acknowledges that if you do not apply for COF funding at <https://cof.college-assist.org> and authorize RRC to receive the COF stipend on your behalf, you are responsible for both the student share and the state share of all tuition and fees.** Your signature also authorizes Lifetime payment of your COF stipend (if eligible) to RRC.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: _____	<b>For Office Use Only</b> Revised: 1/15/17	Date: _____
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