



### Add or Drop Course

The proponent department is Enrollment Services

THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

**AUTHORITY:** Palo Alto College Catalog  
**PRINCIPAL PURPOSE:** Add, drop, reinstate, or withdrawal a course from a class schedule.  
**ROUTINE USES:** Students requesting to add, drop, reinstate, or withdrawal a course from their class schedule.  
**DISCLOSURE:** Voluntary. Failure to furnish information may result in denial of the request.

1. STUDENT ID	2. STUDENT NAME (LAST, FIRST)
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3. DATE OF REQUEST	4. ARE YOU RECEIVING VA BENEFITS <input type="checkbox"/> Yes <input type="checkbox"/> No
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5. SEMESTER <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	6. YEAR
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<b>7. DROP</b>	7A. COLLEGE	7B. CRN	7C. COURSE	7D. NUMBER	7E. SECTION	7F. LAST DAY OF ATTENDANCE
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<b>8. ADD</b>	8A. COLLEGE	8B. CRN	8C. COURSE	8D. NUMBER	8E. SECTION	8F. LAST DAY OF ATTENDANCE
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9. REASON  
 Academic  Personal  Military  Never Attended  Other: \_\_\_\_\_

10. STATUS (If selecting All Course Drop, submit a form for each class dropped)  
 **All Course Drop**  Drop On/Before Census  Drop After Census  Drop Before Start of Term  
 Reinstate On/Before Census  Reinstate After Census  Audit

11. COMMENTS

12. STUDENT SIGNATURE	13. DATE
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**FOR OFFICIAL USE ONLY**

14. RECEIVED BY	15. DATE
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16. INSTRUCTOR/ADVISOR SIGNATURE	17. DATE
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18. CHAIR SIGNATURE	19. DATE
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20. DEAN SIGNATURE	21. DATE
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22. VICE PRESIDENT SIGNATURE	23. DATE
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24. PROCESSED BY ADMISSIONS AND RECORDS	25. DATE
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