

**Please Note: This form is only to be used to modify your registration. If you are initiating registration, please use a registration form. If you are dropping your last course, or all of your courses, please use the withdrawal form (at [www.flcc.edu/center](http://www.flcc.edu/center)).**

**This form can be emailed to [onestop@flcc.edu](mailto:onestop@flcc.edu), or faxed to 585-785-1735.**



## COURSE DROP/ADD FORM

Year: \_\_\_\_\_  
**Term** (check one):  
 Fall  
 Spring  
 Summer  
 Winter

FLCC ID: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First

DROP COURSES				ADD COURSES						
Subject Prefix	Course Number	Section	Credits	Subject Prefix	Course Number	Section	Credits	Instructor Signature		Signature Date
								(required after class has begun or if closed)	Pre-req Waived (Y or N)	

**Dropping a class? See bottom of form for important information.**

By signing this form I understand that dropping and adding courses may change my enrollment status and result in a change in tuition charges. This change may also alter my current and future Financial Aid eligibility and I understand that a minimum of 12 credits per semester must pertain to my degree program to remain eligible for TAP. Change will not be effective until form is received and processed by the One Stop Center or Main Office of a Campus Center.

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

<b>OFFICE USE ONLY</b>	RGN <input type="checkbox"/>	STPE <input type="checkbox"/>	By _____	Date _____	Comments:
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### Important things to consider before dropping a class:

- Talk to your instructor or the Academic Support Center!** If you're having trouble in the class, your instructor or the Academic Support Center may be able to assist you in successfully completing the class.
- Talk to your advisor or the Academic Advising, Career, and Transfer Services Office** to find out if dropping a class or classes will impact your progress toward earning a degree.
- Dropping for Medical Reasons?:** With appropriate documentation, students may petition for an MW (medical withdrawal grade). See the MW petition at [www.flcc.edu/eduplanning](http://www.flcc.edu/eduplanning).
- Financial Aid:** Dropping classes may impact the amount of Financial Aid you are eligible to receive this, and in future semesters. Check with the One Stop Center if you have any questions about how dropping a class will affect your Financial Aid. Dropping a course(s) may result in a change in your loan deferral status. See [www.flcc.edu/financialaid](http://www.flcc.edu/financialaid) for more information.
- Financial Aid Academic Plan:** If you are on a Financial Aid Academic Plan, your continued federal aid eligibility is dependent upon you completing courses based on that plan. Failure to do so will result in you losing federal aid eligibility here at FLCC, permanently. If you have questions about this, you should consult the Financial Aid office before dropping.
- Sport/athletic eligibility:** Most inter-collegiate sports require students to maintain 12 credits (full-time status) throughout the semester to remain eligible to play. Check with the Athletic Director or your coach if you have any questions.
- Academic Standards:** Dropping too many classes with a grade of "W" can result in your being placed on Academic Probation. See [www.flcc.edu/standards](http://www.flcc.edu/standards) for more information.
- College Suites Residents** must maintain 12 credit hours for the first 60 days of each semester, and 9 credits thereafter to continue to reside in the College Suites.
- Full Time Status:** A student is considered full-time with 12 or more credits. Dropping below this amount may carry other implications in addition to those listed above.
- Tuition Charges/Refund:** Check with the One Stop Center to inquire about how a drop may impact your tuition changes for the semester.

**Nondiscrimination Notice:** Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.