

# Alaska Christian College

## Form for Adding/Dropping/Auditing Courses

Procedure:

1. Fill out one form for each course change.
2. Turn it into the Registrar/Academic Vice President.

Deadlines for Adding and Dropping Courses: Courses may be added or dropped by the end of the third week of class (refer to the catalog for specific dates). The deadline for dropping to an audit is the 6<sup>th</sup> week of class. The refund policy for dropped courses is printed in the Academic Catalog.

\_\_\_\_\_  
ID# \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course **DROPPED:** \_\_\_\_\_  **Drop to Audit**

Course **ADDED:** \_\_\_\_\_

Check one session:  Fall  Spring Year \_\_\_\_\_

Comments/Explanation of Drop

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**FOR OFFICE USE ONLY: DO NOT WRITE IN THIS AREA**

Academic Vice President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Professor Notified: \_\_\_\_\_

Billing Adjustments Made: \_\_\_\_\_ Date \_\_\_\_\_ Full Refund \_\_\_\_\_ 50% \_\_\_\_\_ No Refund \_\_\_\_\_