

Student Drop Form

Student Information		
WCJC Student ID	Last Name (Current Full Legal)	First Name
Email Address	Home Phone	Cell Phone

Business Office/Financial Aid Information
Please check YES or NO for the following questions. If you check YES to any of these questions, you must obtain signatures from the appropriate office. ALL financial obligations must be met prior to dropping all of your courses for the semester. PLEASE NOTE – Dropping a course may impact your financial aid award or future eligibility. AFTER signatures have been received, RETURN to the OAR (Office of Admissions and Registration) for the drop to be completed.

Do you have financial aid? ___ YES ___ NO	If yes, Financial Aid Office Signature _____
Are you receiving Veterans benefits? ___ YES ___ NO	If yes, Financial Aid Office Signature _____
Are you on an Installment Plan? ___ YES ___ NO	If yes, Business Office Signature _____
Are you a student athlete? ___ Yes ___ NO	If yes, Athletic Department Signature _____
Do you live in a dorm? ___ YES ___ NO	If yes, VPSS Signature _____
If yes, you cannot drop below 12 credit hours and have approval from the Vice President of Student Service.	
Are you an International Student ___ YES ___ NO	If yes, you cannot drop below 12 credit hours.

COURSE SELECTION

Do you wish to drop ALL of your courses for this semester? ___ YES ___ NO ALL financial obligations must be met prior to dropping all of your courses for the semester.

CRN(Course Reference No) (Example – 12345)	Subject and Course (Example -HIST1301)	Drop Reason (Example – Change in work schedule)

DROP LIMIT INFORMATION

Student who enroll as entering freshmen or first-time in college students in undergraduate courses offered through an affected institution of higher education for the first time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit restrictions. Transfer students who first enrolled at a Texas public institution during the Fall 2007 semester or subsequent semester are considered first time in college and are affected by the six course drop limit.

EXCLUDED-Drops from the following types of courses are excluded from the course drop limit.

- Students who entered college before fall 2007
- Courses taken by students while enrolled in high school – whether for dual credit or early admission. Once graduated from high school the drops will begin to count.
- Courses dropped at private or out-of-state institutions.
- Remedial or developmental courses, workforce education courses, or other courses that would not generate undergraduate credit that could be applied to a degree.
- Drops which meet the definition of a complete withdrawal.

EXEMPTIONS to the Drop Limit – Drops (not a complete withdrawal) can be reviewed with documentation.
 See WCJC website for specific exemption definitions at [Drops, Withdrawals, and Refund Information](#)

Completed Forms in blue or black ink can be

1. Deliver by hand to the Office of Admissions and Registration at any Wharton County Junior College Campus (Richmond, Sugar Land, Wharton and Bay City) or
2. Email: registrar@wcjc.edu or
3. Fax: Bay City (979) 244-3477; Richmond (281) 239-1611; Sugar Land (281) 243-8583; Wharton (979) 532-6494

Student Signature _____	Date _____
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OAR – Office Use Only
Processed by _____ Term _____ Revised 4-21-17