

Schedule Change Form

Student must complete a Schedule Change Form in order to add or drop courses during the designated schedule change period within a given semester, as indicated on the WCJC Academic Calendar. Only students with completed registrations will be permitted to make schedule changes during this timeframe. A \$15 schedule change fee will be added to your tuition and fees statement.

 WCJC Student ID Last Name (Current Legal) First Name

 WCJC Student Email Address Preferred Phone Number

Term: Fall Winter Mini Spring May Mini Summer I Summer II 20_____

| CRN | Subject | Course # | Add or Drop (Check one) | |
|-----|---------|----------|-------------------------|------|
| | | | Add | Drop |
| | | | Add | Drop |
| | | | Add | Drop |
| | | | Add | Drop |

Mandatory Advising Students must consult with an academic advisor regarding schedule changes for academic support courses.

 Academic Advisor Signature Date

Students with **Veterans' Benefits** must check with the Office of Financial Aid regarding any proposed schedule changes.

 Financial Aid Signature Date

I agree to the schedule change(s) listed above. If I decide not to attend WCJC, all courses for which I am registered must be dropped by me. I am aware of and responsible for potential changes to my tuition and fees, including charges associated with this schedule change.

 Student Signature (For electronic submission, type your name and WCJC Student ID.) Date

Email completed form to registrar@wcjc.edu. Please remember to use your WCJC email for all correspondence with the college; non-WCJC email addresses may be blocked.

Office Use Only Revised: 03/18/2020
 Processed by: _____ Term Code: _____