

Consult with your advisor when dropping or adding a class! It might affect your program completion or financial aid status.

PLEASE PRINT CLEARLY

Last Name	First Name	Middle Initial	ID Number	
Former Last Name	Email Address: (required for students on class waitlists)		Social Security Number	
Local/Preferred Mailing Address:		City	State	Zip
				County

CHECK TERM	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year _____	<input type="checkbox"/> Undeclared <input type="checkbox"/> Declared (list program of study) _____
-------------------	---	------------	--

>>Drops **after the drop deadline** are allowed only in extenuating circumstances and require **both** the instructor's signature **and** the Division Dean **or** Division Associate Dean's signature.

DROP Course Number											Course Title	Credit Hours	Instructor's Signature (Required after the drop deadline.)	Div. Dean/Assoc. Dean Signature (Required after the drop deadline.)	
E	N	G	L	1	1	2	0	L	N	8	1	English Basics (Example)	3		

>>Students can add classes after the start of the term. **Additional signatures may be required.** You may review the complete Adding a Course policy in the SCC Catalog at southeast.edu/collegecatalog.

ADD Course Number											Course Title	Credit Hours	Instructor's Signature	Div. Dean/Assoc. Dean Signature		
M	A	T	H	1	1	0	0	W	B	P	0	1	Intermediate Algebra (Example)	3		

Student Signature

Date

Written or digital signature required.

Typed signatures (including cursive fonts) will not be accepted.

Completed form should be submitted to the Registration & Records Office in person or by FAX to 402-437-2670.

To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

OFFICE USE ONLY
Official D/A Date: _____
Cr. Hr. Chg. _____ to _____
Data Entry _____

OFFICIAL REFUND INFORMATION FOR CREDIT CLASSES

Financial Aid: Dropping classes could affect your financial aid status. Contact the Financial Aid Office BEFORE dropping and for additional information.

Full tuition will be charged for classes added after the term begins.

Dropped classes will be refunded based on the date the student provides the College with an official written request to drop. The refund is calculated based on the beginning date of the course, **NOT** the date you registered. Refunds will be mailed to students. Please allow 30 days for processing. Contact the Business Office if you have questions about refunds.

Refunds/Additional Charges: The Business Office will compute any additional charges or refunds based on the official Drop/Add date. **It is possible you will owe additional tuition if you drop and add classes after the term begins, even if your total credit hours are unchanged.**

Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program.