



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

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OF THE LOWCOUNTRY

## DROP / ADD / WITHDRAWAL

Year \_\_\_\_\_  
Semester \_\_\_\_\_

- Fall
- Fall I
- Fall II
- Spring
- Spring I
- Spring II
- Summer

- New Student
- Continuing
- Re Admit
- Financial Aid
- Veteran
- Active Duty Military
- Military Family Member

Student ID

□ □ □ □ □ □ □ □ □ □ □ □

### To Be Completed By The Student

Name \_\_\_\_\_  
Last First Mi

Address \_\_\_\_\_  
Street City State Zip Code

### To Be Completed By The Instructor

#### SECTION A: Courses to be Added

| Course Ref | Number | Sec | Time | Day | 8:00-11:00 | Instructor Approval | Effect Date |
|------------|--------|-----|------|-----|------------|---------------------|-------------|
|            |        |     |      |     |            |                     |             |
|            |        |     |      |     |            |                     |             |
|            |        |     |      |     |            |                     |             |
|            |        |     |      |     |            |                     |             |

#### SECTION B: Courses to be Dropped/Withdrawn

| Course Ref | Number | Sec | Time | Day | 8:00-11:00 | Instructor Approval | Date Last Attended |
|------------|--------|-----|------|-----|------------|---------------------|--------------------|
|            |        |     |      |     |            |                     |                    |
|            |        |     |      |     |            |                     |                    |
|            |        |     |      |     |            |                     |                    |
|            |        |     |      |     |            |                     |                    |
|            |        |     |      |     |            |                     |                    |

Comments/Reason For Withdrawal: \_\_\_\_\_

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

Division Dean \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed By Student Records Office

Total Hours Before Change \_\_\_\_\_

Total Hours After Change \_\_\_\_\_

Refund % \_\_\_\_\_

Administrative Fee \$ \_\_\_\_\_

Date Entered In Computer \_\_\_\_\_