

## Granite State College - Add / Drop / Withdrawal Form

Student Name \_\_\_\_\_ GSC ID \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to your regional center or fax to GSC Registrar's Office (603-513-1386). You may also scan this form as an attachment to: registrars.office@granite.edu.

For more information regarding Granite State College's add, drop, and withdrawal policies, as well as term specific dates and deadlines, please visit <http://www.granite.edu>

You are encouraged to meet with an academic advisor prior to finalizing changes to your schedule to discuss the implications of adding, dropping, or withdrawing from a course.

### Add a Course

Students may add a course online via WebROCK during the online registration period. Students may also contact their local center in person, and via email, fax, and telephone to add a course during the official add/drop period. Students should confirm their schedules through WebROCK to ensure that all adjustment requests have been completed.

Students may add a course at any time during the specified add/drop period. Instructor approval is required after the add/drop period has passed.

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor approval: \_\_\_\_\_

### Drop a Course

Students may drop a course online via WebROCK during the online registration period. Students may also contact their local center in person, and via email, fax, and telephone to add a course during the official add/drop period. Students should confirm their schedules through WebROCK to ensure that all adjustment requests have been completed.

If a course is dropped during the add/drop period, all tuition and fees are refunded. A dropped course will not appear on your schedule or transcript. You may not DROP a course after the official drop deadline.

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

### Withdraw from a Course

A "withdrawal" is a change in registration after the official add/drop deadline. A "W" will be denoted on your academic transcript. **Tuition and fees are non-refundable.** You must withdraw during the withdrawal period. To officially withdraw from a course this form must be completed and signed.

You are encouraged to meet with an academic coach prior to finalizing your withdrawal to discuss the implications of withdrawing from a course.

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

Subject \_\_\_\_\_ No \_\_\_\_\_ CRN \_\_\_\_\_

Course Title \_\_\_\_\_

*If you are receiving Financial Aid, your withdrawal may affect your award and does affect your completion rate for Satisfactory Academic Progress required to receive federal aid. YOU will be responsible for ANY RESULTING BALANCE. Please contact the Office of Financial Aid with any questions you may have. (603) 513-1392*

**FOR OFFICE USE ONLY:** Form must be processed same date as received. If unable to process in BANNER due to prior date, please fax to Registrar's office for immediate BANNER entry.

Received from Student by: \_\_\_\_\_ Date: \_\_\_\_\_ Entered into Banner by: \_\_\_\_\_ Date: \_\_\_\_\_

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