

ADD / DROP CARD

(USE BLUE OR BLACK INK ONLY)

20____
 FALL
 SPRING
 SUMMER

CHAFFEY ID _____ PRINT - LAST NAME _____ FIRST NAME _____ M. I. _____

NOTE TO INSTRUCTOR: If you are **REINSTATING** a student, you must sign the ADD CARD.

Refer to the **Schedule of Classes** for more information on dropping classes

CLASSES TO BE: **ADDED** **REINSTATED**

CLASSES TO BE DROPPED

SECTION NUMBER	COURSE TITLE & NUMBER	FIRST DATE OF ATTENDANCE	INSTRUCTOR'S SIGNATURE	DATE	SECTION NUMBER	COURSE TITLE & NUMBER

STUDENT'S SIGNATURE: Sign before submitting to Admissions and Records Office _____

PROCESSED BY: _____ DATE: _____ CCC CCFC CCRC

IT IS THE STUDENT'S RESPONSIBILITY TO READ AND UNDERSTAND THE INFORMATION POSTED BELOW

(Rev. 6/11)

IMPORTANT NOTICE: You will not be permitted to add a class once the "Last Day to Add" has passed.

STUDENT RESPONSIBILITIES:

- You are responsible for officially adding the class; your instructor/coach/counselor cannot add the class for you.
- You **MUST** be prepared to pay for your class at the time you add; any outstanding fees must be paid at time of registration.
- You will not be permitted to add a class once the "Last Day to Add" has passed (see the Academic Calendar).
- You are responsible for dropping a class; NEVER assume the instructor will drop you.
- You are responsible for any fees resulting from a class that was not dropped.
- Review your registration statement for accuracy before you leave the Admissions and Records Office. Notify the person who assisted you if there are any errors or omissions.
- Keep your registration statement after adding or dropping classes as a receipt of your transactions.**

YOU MAY NOT:

- Attend a class that you have **NOT** officially added (instructors **CANNOT** add you)
- Add beyond the "Last Day to Add" deadline as published in the Schedule of Classes and Academic Calendar
- Add a class for which you have not successfully met the pre-requisite
- Add a class if you have an academic or financial **HOLD**

You are advised **NOT** to purchase textbooks/materials for a class that does not appear on a current registration statement. Textbooks and class materials may not be 100% refundable after purchase. Check with the Bookstore for more information before purchasing books. The Bookstore's phone number is listed in the Schedule of Classes.