RENTON TECHNICAL COLLEGE

Add / Drop Form

Program: _____ Quarter _____

Student ID: _____ Name: (Last) _____ (First) _____

Address: _____ Phone: _____
(Only update if it has changed)

Starting the first day of class: *General Education classes require an Advisor's signature for dropping a class.*
General Education classes require an Instructor's signature for adding a class.
Professional Technical classes require both the Instructor's and the Advisor's signature to add or drop.

Item #	Course ID	Add / Drop		Entry Code	Counselor's and/or Instructor's Signature
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		
		◉ Add	○ Drop		

Dropping a class after the 10th day of class will result in a 'W' on your transcript.

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. Starting the first day of class, RTC grants refunds as follows: 1st to the 5th calendar day – 100%, 6th to 20th calendar day – 50%, after the 20th calendar day there is no refund. If the duration of a class is other than eleven weeks, the refund is calculated based on the equivalent percentage of time.

Adding and/or dropping classes may impact a student's account and/or financial aid. Students are responsible for any charges and should verify any changes with the Financial Aid Office.

_____ _____
Student's Signature **Date**

Comments:

Processed by: Verified by: