PLEASE NOTE: THIS FORM IS ONLY USED WHEN MOVING A STUDENT TO A DIFFERENT SECTION WITHIN THE SAME COURSE.

Today’s Date: ________________________

Student Information

First Name: ___________________________ Middle Initial: _____ Last Name: ___________________________

Student ID: w_________________________ Phone Number: ________________________________

Course Information

Semester/ Year: ☐ FALL _______ Course Name and Number: _________________________________
☐ SPRING _______ ☐ SUMMER _______

Drop Section #:______________ Census Date:______________________ Refund Date:______________

Add Section #:______________ Census Date:______________________ Refund Date:______________

Student Signature: ___________________________ Date:______________________

Instructor Signature:___________________________ Date:______________________

OFFICE USE ONLY

☐ ID Verified ☐ 3rd Enrollment ☐ STAC ☐ RGSD

Staff Initials:______________ Date:______________ Comments: _______________________________