

School District: \_\_\_\_\_

SSN: XXX-XX-\_\_\_\_\_

## Dual Enrollment DROP/ADD FORM

Schedule changes for the fall semester are due to the Registrar's Office no later than October 15<sup>th</sup>. Schedule changes for the spring semester are due no later than February 15<sup>th</sup>.

**Schedule changes received after the deadline cannot be processed.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Please Print Clearly Please Print Clearly

### COURSES TO BE DROPPED

COURSE/DEPT	COURSE #	CREDITS	GUIDANCE SIGNATURE	DATE

**Total credits dropped:** \_\_\_\_\_

### COURSES TO BE ADDED

COURSE/DEPT	COURSE #	CREDITS	GUIDANCE SIGNATURE	DATE

**Total credits added:** \_\_\_\_\_

- *I/We understand that I/We are responsible for tuition costs resulting from the schedule changes detailed above and that transfer of credit cannot be guaranteed by the School District or Keystone College.*
- *I/We further understand that credit will not be granted if the student earns a grade of less than C and charges for those courses will remain due and payable.*

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRAR'S OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_