Dual Credit ADD/DROP Request

SWTJC
Southwest Texas Junior College

☐ **DROP**   ☐ **ADD**

_____
Last Name   **First**   **MI**

SWTJC ID # _____ **Semester** _____

Reason for Withdrawal:

DROP Course(s)				ADD Course(s)			
Subject	Number	Section	Credits	Subject	Number	Section	Credits

Academic Difficulties   Financial Difficulties

Block Withdrawal Technical   Schedule Conflicts w/Work

Death of family Member   Severe Illness

Excessive Absences   Transfer

The official effective notification date for any add, drop or withdrawal is the date entered below by the Admissions/Registrar's Office.

Please keep a copy of the form until final grades are posted and/or appropriate refund is received.

The following signatures are required for all transactions:

Student Signature: _____
                                                            Date

High School Official: _____
                                                            Date

SWTJC Official: _____
                                                            Date

FOR OFFICE USE ONLY:

_____   _____
Date Processed   **Admissions/Registrar's Office Signature**