NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

ADD/WITHDRAW/OVERRIDE FORM

(Not to be used for total withdrawal of all classes, please use the Total Withdrawal form)

Students may go make changes to their schedules in eServices through the first five (5) days of the term. After the 5th day, you are a student of record and will be able to withdraw from classes only.

To withdraw from a full term course, either go to the Registrar's Office or go online to eServices and sign-in. Click on "Courses and Registration" and then on "View/Modify Class Schedule." Click on the course you would like to modify and choose "Drop/Withdraw" from the drop-down menu. The last day to withdraw from a full term class is the date on which eighty percent (80%) of the days in the academic semester have elapsed. If the course is not a full term class, the last day to withdraw is the date on which eight percent (80%) of the instructional days of the course have elapsed.

After more than twenty-five (25%) percent of the term has past, the student must get approval from the faculty member and the Dean of Academic Affairs to add a course.

LAST NAME	FIRST NAME	MI	STAR ID/STUDENT ID
STREET ADDRESS	TELEPHONE NUMBER	EMAIL ADDRESS	
SEMESTER (Spring/Summer/Fall)	YEAR	CURRENT PROGRAM	

ADD – This form requires instructor AND financial aid office and/or bookstore signature if adding after the 5th day of the term.

COURSE ID	TITLE	CREDITS	INSTRUCTOR'S SIGNATURE	FINANCIAL AID AND/OR BOOKSTORE SIGNATURE

WITHDRAW – Please indicate if this is a full or half semester course.

COURSE ID	TITLE	CREDITS	FULL/HALF

There is no refund for withdrawing from a class. Please refer to the Northland handbook or Registrar's Office for Policy 2090 on refund/ withdrawals.

Please refer to important dates & deadlines at www.northlandcollege.edu/academics/calendar
*Withdrawing may affect your graduation requirements. Please see your assigned advisor.

_____
Student Signature Date

OFFICE USE ONLY		Action:	Tuition Adjustment:
_____ Dean's Signature (If required)	_____ Date	Total Credits Dropped: _____	Refund 100% _____
_____ Registrar's Office Signature	_____ Date	Total Credits Added: _____	No Refund _____

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This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).