



Blackhawk Technical College  
Student Course Change Form

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Program

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Refund %

\_\_\_\_\_  
Funding Source

**ADD:**

CRN	Course Number	Course Name	Instructor

**DROP:**

CRN	Course Number	Course Name	Instructor

**CANCELLED:**

CRN	Course Number	Course Name	

**Explanation for course change:**

- Low grades     
  Difficult course     
  Financial difficulty  
 Transportation     
  Attendance     
  Work schedule conflict  
 Personal     
  Family/childcare issues

Other (please describe) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BTC Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_