BLACKHAWK Technical College

J-490F COURSE ADD / DROP / WITHDRAWAL FORM

PERSONAL INFORMATION

Student Name: BTC Student ID Number:

Program: Date:
                                                             mm/dd/yyyy

Mailing Address: City: State: Zip:

Please check if your mailing address or phone number needs to be updated.

COURSE(S) TO ADD

CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:

COURSE(S) TO DROP OR WITHDRAW FROM
Note: Withdrawing may have consequences. Please work with Advising and Financial Aid.

CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:
CRN:	Course:	CRN:	Course:

STUDENT EXPLANATION FOR SCHEDULE CHANGE

Personal   Financial   Academic

FACULTY EXPLANATION FOR SCHEDULE CHANGE (If needed)

Override Capacity   Late Add   Prerequisite/Test Score Error
Time Conflict   Closed Section   Exceeds Credits

Faculty Signature (if needed):   Date:
                                                              mm/dd/yyyy

SIGNATURES

Student Signature: Date:
                                                              mm/dd/yyyy

Program Advisor Signature: Date:
                                                              mm/dd/yyyy

Financial Aid Signature: Date:
                                                              mm/dd/yyyy

Return completed form to Registration and Records.

Registration Signature: Date Processed:
                                                mm/dd/yyyy