**ASSINIBOINE**
COMMUNITY COLLEGE

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# Registration Change

| **1. STUDENT INFORMATION:** | |
|---|---|
| Last Name | First Name |
| Student # | Program |

**2. STUDENT: Use this form to DROP or ADD courses in a day or distance program (including schedule change, change electives, etc.), or WITHDRAW from a day or distance program. Your signature & school signature required below.**

☐ I am withdrawing from the program (list all courses).

**NOTE:** It is <u>your</u> responsibility to ensure you have registered for and completed the courses to meet graduation requirements. Assistance is available from Student Services and your School office. If you are dropping a course, check the academic impact and refund information in your Student Guide. If you have a student loan, contact the Financial Aid & Awards officer.

**3. SCHOOL: Use this form to DELETE or AW program or courses. Student signature and supporting documentation required for AW (student discontinues program/courses after Voluntary Withdrawal date due to serious personal issues). AW course fees are non-refundable. Student signature not required for DELETE.**

☐ Student withdrawing from the program (list all courses).

**4. COURSE INFORMATION:**

| Course and Section # <br> *e.g. COMM-0006-04LWM* | Course Name | Course Start Date | **Add** <br> **or <u>D</u>rop** | **Drop** <br> **Code** <br> (over) |
|---|---|---|---|---|
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |
| | | Date | Select | Select |

**5. SIGNATURES:**

| | |
|---|---|
| Dean/Designate or Director/Designate signature | Date  Choose Date |
| Student signature | Date  Choose Date |
| VPA signature (required for AW of less than full load) | Date  Choose Date |

| **6. ADMISSIONS / REGISTRATION RECEIVED:** <br> Signature | Date |
|---|---|

| STUDENT: REASONS FOR DROPPING COURSES / PROGRAM | DROP CODE |
|---|---|
| Student having academic difficulty with course | DIF |
| Course too easy | EAS |
| Financial – student does not have money to pay for course | FIN |
| Content of course irrelevant to program | IRR |
| Course name and/or description misleading – does not match course content | MIS |
| Personal/health/parental – factors over which the college has no control | PER |
| Tools, equipment or lab are not up to standards of industry | LAB |
| Student dissatisfied with instructor | INS |
| Course workload too heavy | CWL |
| Program workload too heavy | PWH |
| Course time conflicts with student's employment, child care, etc., or student wishes to change course time for other reason; also timetable adjustments resulting from these changes | EMP |
| Student having problems with course delivery mode | DEL |
| Delay in receiving texts/materials | DLY |
| Student not prepared to share reason | SNR |
| Credit attained through PLAR, transfer credit or previous ACC course | PCR |
| Medical certificate | MED |
| Timetable conflict (registration conflict or change in electives) | CON |

| STUDENT OR SCHOOL: REASONS FOR DROPPING/DELETING COURSES / PROGRAM | DROP CODE |
|---|---|
| Student on suspension | SUS |
| Timetable adjustment resulting of student lacking prerequisite or supplemental | RES |

**SCHOOL:** USE THESE CODES FOR **DELETE** and **AW**

| SCHOOL: REASONS FOR DELETING / AW COURSES / PROGRAM (College Initiated) | DROP CODE |
|---|---|
| Student did not attend during the 'course delete' period (No Show) | NSW |
| Authorized Withdrawal | AWD |

*Revision date: May 20, 2021*