

# ADD / DROP CARD

(USE BLUE OR BLACK INK ONLY)

(Rev. 1/13/14)

20\_\_\_\_  
 FALL  
 SPRING  
 SUMMER

CHAFFEY ID \_\_\_\_\_ PRINT - LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M. I. \_\_\_\_\_

NOTE TO INSTRUCTOR: If you are REINSTATING a student, you must sign the ADD CARD.

Refer to the **Schedule of Classes** for more information on dropping classes

**CLASSES TO BE:**  ADDED  REINSTATED

**CLASSES TO BE DROPPED**

SECTION NUMBER	COURSE TITLE & NUMBER	FIRST DATE OF ATTENDANCE	INSTRUCTOR'S SIGNATURE	DATE	SECTION NUMBER	COURSE TITLE & NUMBER

STUDENT'S SIGNATURE: (Sign before submitting to Admissions) \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  CCCC  CCFC  CCOC  CITC  CCRC

**IT IS THE STUDENT'S RESPONSIBILITY TO READ AND UNDERSTAND THE INFORMATION POSTED ON THE BACK OF THIS CARD**

**IMPORTANT NOTICE:** You will not be permitted to add a class once the "Last Day to Add" has passed.

**STUDENT RESPONSIBILITIES:**

- You are 100% responsible for officially adding the class; **NEVER** assume the instructor can add you.
- You **MUST** be prepared to pay for your class at the time you add; Financial Aid/BOGW recipients **MAY** still owe fees. You will not be permitted to add a class once the "Last Day to Add" has passed.
- You are 100% responsible for knowing all registration deadlines and policies. Check the Schedule of Classes, *MyChaffeyVIEW* at [www.chaffey.edu](http://www.chaffey.edu), or contact Admissions and Records at (909) 652-6600 for important dates and deadlines.
- You are 100% responsible for dropping a class; **NEVER** assume the instructor will drop you.
- Review your registration statement for accuracy before you leave the Admissions Office. Notify the person who assisted you if there are any errors or omissions.
- Keep your registration statement after adding or dropping classes as a receipt of your transactions.

**YOU MAY NOT:**

- Attend a class that you have **NOT** officially added (instructors **CANNOT** add you)
- Add beyond the "Last Day to Add" deadline as published in the Schedule of Classes
- Add a class for which you have not successfully met the pre-requisite
- Add a class if you have a previous/current academic or financial HOLD

You are advised **NOT** to purchase text books/materials for a class that does not appear on a current registration statement. Text books and class materials may not be 100% refundable after purchase. Check with the Bookstore for more information **BEFORE** purchasing books. The Bookstore's phone number is listed in the Schedule of Classes.