



wccadmissionsinfo@yccd.edu



ycadmissions@yccd.edu

## CLASS ADD/DROP REQUEST

Students should use Self-Service to add or drop classes. Use this form when you are unable to add or drop classes in Self-Service, including circumstances which require additional approvals such as term unit overloads and late adds. All enrollment requirements and course prerequisites must be met.

Classes should be added before the class Census date. Students who have been attending class before the Census date may be added with instructor approval and confirmation of the first date of attendance. Students with extenuating circumstances who have not been attending before the Census date may be added to the class with instructor approval, documentation of circumstances, and District Registrar approval. Please include documentation with this form if requesting to add after the Census date.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Home College: ☐ Yuba College ☐ Woodland Community College

Enrollment Term: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

### ADD CLASSES: (Classes should be added before the Census date of the class)

COURSE CODE	COURSE TITLE	CREDITS	CLASS DAYS AND TIMES	FIRST DATE OF ATTENDANCE	INSTRUCTOR APPROVAL
Ex: ART-5-D9041	Art Appreciation	3	MW 9:00-10:15am	8/18/23	E. Dezas

### Counselor Approval for Unit Overload:

Total Units Approved: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DROP CLASSES:

COURSE CODE	COURSE TITLE	CREDITS	CLASS DAYS AND TIMES	DROP REASON (SEE LIST BELOW)
Ex: ART-5-D9041	Art Appreciation	3	MW 9:00-10:15am	H

#### Drop Reason:

A - Change to another section of class  
B - Change in work schedule  
C - Failing class (D, F, or NP)  
D - Enrolled in too many classes  
E - Dissatisfied with instructor

F - Course was too easy  
G - Course was too hard  
H - Have changed college major  
I - Must drop due to health reasons  
J - Did not meet prerequisite

K - Could not afford books  
L - Financial problems  
O - Other (please specify):  
\_\_\_\_\_

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

**OFFICE USE ONLY:** Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

District Registrar Approval (for after Census date adds): \_\_\_\_\_