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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. 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. DeGas

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
- F - Course was too easy
- K - Could not afford books
- B - Change in work schedule
- G - Course was too hard
- L - Financial problems
- C - Failing class (D, F, or NP)
- H - Have changed college major
- O - Other (please specify): _____
- D - Enrolled in too many classes
- I - Must drop due to health reasons
- E - Dissatisfied with instructor
- J - Did not meet prerequisite

Student Signature: _____ Date: _____

OFFICE USE ONLY: Processed by: _____ Date: _____

Process Reason: Overload ATHL ESL/ESOL Late Add Technical Other: _____

District Registrar Approval (for after Census date adds): _____