

**ROCKLAND COMMUNITY COLLEGE**

**DROP/ADD/CHANGE OF REGISTRATION** *Records & Registration*

Year \_\_\_\_\_ Semester: **Fall**  **Winter**  **Spring**  **Summer I**  **Summer II**  **Summer III**

**ID# or SSN** \_\_\_\_\_ **Date** \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_

**Date of Birth** (for record matching purposes): **Month** \_\_\_\_\_ **Day** \_\_\_\_\_ **Year** \_\_\_\_\_

- **Please present this form at the Records & Registration window or scan and email it with a copy of your photo ID to records@sunyrockland.edu.**
- **If your English Placement is ESL, you must obtain the signature of your Advisor before making any changes to your current schedule.**
- **If you are currently on academic probation, you must see your Student Success Advisor.**

**DROPPING A COURSE . . .**

- A reduction in your semester's credits may result in a loss of financial aid this semester and possibly in subsequent semesters. If you are a financial aid recipient, please see a Financial Aid Advisor before dropping any courses.
- You remain financially responsible for dropped courses as outlined in the Tuition Refund Schedules published on the RCC website.
- All students must complete their English Placement during their first full-time semester. If you are requesting to drop English 10100 and/or English 09800 you need to provide a signed English Waiver form from your Student Success Advisor.
- Dependent students covered by their parents' health insurance should check to make sure you do not lose coverage by dropping to part-time status in the academic term.

CRN	COURSE NUMBER	SECTION NO.	CREDIT

**ADDING A COURSE . . .**

- If you are currently a part-time student and adding a class that will make you full-time, you may need Advisement. Please see your Student Success Advisor and complete a Advisement/Registration Form to add classes that will make you a full-time student (12 credits or more).
- When adding classes to your schedule, please make sure you have met all the pre-requisites.
- Check with Financial Aid to see if you qualify for additional financial assistance.
- If you are adding a class that increases your course load to over 18 credits, please obtain a signature on this form from your Student Success Advisor.
- Refer to the Records website to review the maximum allowed credits in Wintersession and individual and combined Summer sessions.

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*Unless I drop/withdraw by the tuition refund dates listed on the Student Accounts website, I understand that upon my registration I have made a contractual financial obligation to pay all tuition and fees associated with my registered classes. "Not Attending" does not remove this obligation. I understand I will be fully responsible for all tuition and fee charges not covered by financial aid and am required to make payment arrangements to satisfy these charges. Failure to make payment arrangements may result in my class selections being administratively canceled. I understand and agree that RCC may assess financial penalties on any past due amount, that this amount may be referred to an outside collection agency, and that collection costs may be passed on to me resulting in additional charges that may approximate 25% of my outstanding principal debt.*

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

Faculty / Advisor Signature \_\_\_\_\_ (if required) Date \_\_\_\_\_