

ADD / DROP CARD

(USE BLUE OR BLACK INK ONLY)

(Rev. 9/27/05)

20 _____
 FALL
 SPRING
 SUMMER

CHAFFEY ID / SOCIAL SECURITY NUMBER

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, 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.