

Registrar's Office
 Cambridge College
 500 Rutherford Avenue
 Boston, MA 02129
 Phone: 617.873.0101
 registrar@cambridgecollege.edu

Courses: Add/Drop/Withdraw

No verbal or phone ADD/DROP permitted.
No Adding courses if there is a HOLD on your account.

Term Fall Spring Summer Year: _____

Student ID# _____

Your Cambridge College Location

- Cambridge Puerto Rico
 Lawrence Southern California
 Springfield Other _____

Student Contact Information

Last name _____ First name _____ Middle name _____

Phone home cell _____ Work Phone / ext. _____

Go ONLINE BEFORE Add/Drop deadline:

Log in to the MyCC portal, click on Registration/Grades tab, click on Add/Drop courses or Course Search.

Fill out PAPER AFTER Add/Drop deadline:

Complete this form with signatures (as needed) and submit to Registrar's Office.

Do you have an I-20 from Cambridge College?

Check if YES, READ this notice, and get international student advisor signature.

International students in F1 non-immigrant status, please be aware that dropping below your minimum required course load (12 credits undergraduate, 8 credits graduate) without DSO authorization is considered an unauthorized drop below full-time, for which your status will be terminated.

Course # / Section

e.g. WRT101 CA01

Add

COURSE TITLE

Instructor

Course # / Section	COURSE TITLE	Instructor

Course # / Section

e.g. WRT101 CA01

Drop/Withdraw

COURSE TITLE

Instructor

Course # / Section	COURSE TITLE	Instructor

Signature of International Student Advisor (drop/withdraw only)

Get signatures or attach printouts of emails indicating approval.

Course is full:
 faculty instructor _____

Exceeds maximum course
 load/term: dean/center director _____

Academic dean or
 regional center director _____

Financial aid—Please contact the Financial Aid Office to find out the effect your add/drop will have on your financial aid. It may may change your financial aid for the term. Students are responsible for any funds that are cancelled, including any refunds already received.

By signing, I acknowledge that I understand the relevant policies and the effect of these changes on my financial aid and tuition liability, and still request to Add/Drop/Withdraw from my courses as listed on this form.

Student signature
 on paper printout _____

Date _____

What's the Difference?

If the Registrar's Office receives your completed and signed form...

...**before** the first class or before the add/drop deadline, it's **DROP** – No tuition is charged; no entry on your academic record.

...**after** add/drop deadline and after the first class, it's **WITHDRAW** – You remain responsible for some or all tuition; grade of WD on your academic record.

See Policies

www.cambridgecollege.edu/add-drop-policy

www.cambridgecollege.edu/bursar/adding-dropping-courses

After completing form submit it to:

Registrar's Office
 Cambridge College
 500 Rutherford Avenue
 Boston, MA 02129

Or email to: registrar@cambridgecollege.edu

Or fax to: 617.349.3560