PETITION TO DROP OR ADD A COURSE
(Degree Completion Program)

Student must fill out all fields marked with an asterisk *

* Last Name  * First Name

*Student ID #  * Home Telephone #  * Current Cohort

* Student Signature  * Date________________________

DROP: By submitting this form, I acknowledge that I understand dropping a course(es) may impact my financial aid.

Course#  *Name of Course  Units  Course Start & End Dates  Semester  Date Last Attended

From _____ to _____ units

Petition may be mailed or faxed to WJU. WJU is not responsible for forms lost in the mail. Faxes are acceptable as an original; effective date will be date the fax is received. Effective date for add/drop is the date this petition is received by the WJU or the postmark date if mailed. Please fax to DCP Office at 916-577-2330, Attention: DCP. A change of course fee will be charged to your account. See the WJU Catalog for refund policy.

*Choose One:

☐ I am dropping all my classes; I understand I need to complete a form for a Leave of Absence or Official Withdrawal.

☐ I will be dropping out of my current cohort and I want to petition to change to a different cohort (separate form required).

☐ I am remaining in my cohort but plan to take this class(es) with a different cohort. It is my responsibility to meet with my advisor to add a class to my program.

ADD: I understand that a late registration fee will apply when enrolling in any course less than five (5) weeks from course start date.

Course#  *Name of Course  Units  Course Start & End Dates  Semester  Cohort Name

From _____ to _____ units

I understand that I will be charged tuition and fees at the rate of the current academic year: __________________________

FOR OFFICE USE ONLY:

Date & Time Rec’d: ___________________________ Initial: _______  FA Date: _______________  Advisor’s Approval: ___________________________

Do book fees need to be changed?: ☐ Yes  ☐ No  List reason and amount of change: __________________________

☐ Change of course fee to be charged  ☐ Administrative fee waiver (no change of course fee)  ☐ Late Registration Fee?

Comments: ________________________________________________________________

Registrar: __________________________ Financial Aid Administrator: __________________________

Student Accounts Officer: __________________________

$35.00 Processing fee. $90.00 Late Registration fee applies if approved and course start date is within 5 weeks of receipt.

Effective July 1, 2006. Subject to change without notice.