

Specific Add/Drop/Withdraw dates are published online at www.century.edu.

1. Students should confer with instructor/advisor when adding/ dropping/ withdrawing from courses.
2. Withdrawing from a course may affect academic standing and financial aid eligibility.
(For more information on Satisfactory Academic Progress policy and refund policy go to www.century.edu)
3. International students must meet with their advisor prior to withdrawing to maintain status.

A – ADD – Instructor signature required for *late adds*.

D – DROP – You may drop a course during the first 5 days of any semester. You may drop a short course/late start class only through the day after the first scheduled class day.

W – WITHDRAW – Course will appear on student transcript with a grade of “W”.

ADD/DROP/WITHDRAW FORM										
STUDENT LAST		STUDENT FIRST			STDNT ID / STAR ID		STDNT PHONE #		STUDENT EMAIL	
CODES						IF OVERTALLY:		ACADEMIC YEAR:		
A/D/W	COURSE ID (6 Digits)	SUBJECT	Course #	SEC #	CREDITS	ENRL.	INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE	
A - ADD	001234	ENGL	1021	01	3	22/24	Century Instructor	Century Instructor Signature	October 11, 2016	
COMMENTS										
STUDENT SIGNATURE								DATE		
ACADEMIC DEAN SIGNATURE								DATE		

*Dean’s signature required for the following code: IS

*Instructor’s signature required for late adds and courses requiring instructors permission

SUBMISSION RULES

- To submit a regular, ADD/DROP/WITHDRAW (without instructor or academic dean’s signature) it must be submitted to the Records mailbox by your Century College Email address to records@century.edu.
- To submit any LER/Late Add that requires the instructor signature only, it must be sent by the instructor to the Records mailbox at records@century.edu.
- To submit any codes requiring instructor and Academic Dean’s signature it must be signed by both and submitted by a Dean to the Records mailbox at records@century.edu