DUAL CREDIT ADD/DROP REQUEST FORM

SWTJC
Southwest Texas Junior College

☐ **DROP**   ☐ **ADD**   ☐ **MOVE SECTIONS**

_____
Last Name   **First**   **MI**

Student's ID # or SS# _____ **Semester** _____

Circle reason for Withdrawal:

Academic Difficulties	Excessive Absences	Transfer
Financial Difficulties	Schedule Conflicts w/Work	Death of family Member
Severe Illness	Block Withdrawal Technical	

DROP COURSE(S)				ADD COURSE(S)				
Subject	Number	Section	Credits	Subject	Number	Section	Credits	

The official effective notification date for any add, drop or withdrawal is the date entered below by the Admissions/Registrar's Office.

Please keep a copy of the form until final grades are posted and/or appropriate refund is received.

The following signatures are required for all transactions:

Student Signature: _____
                                                                 Date

High School Official: _____
                                                                 Date

SWTJC Official: _____
                                                                 Date

FOR OFFICE USE ONLY:

_____   _____
Date Processed   **Admissions/Registrar's Office Signature**