



## DROP/ADD/OVERRIDE FORM

(Not to be used for total withdrawal of all classes, please use the Total Drop/Withdrawal/Cancellation form)

Students may go online at [www.northlandcollege.edu](http://www.northlandcollege.edu) to make changes to their schedule through the first five (5) days of the term. After the 5<sup>th</sup> day, you are a student of record and will be able to withdraw from classes only.

To withdraw from a full term course, either go to the Registrar's Office or go online to [www.northlandcollege.edu/eservices](http://www.northlandcollege.edu/eservices) and sign-in. Click on "Courses and Registration" and then on "View/Modify Class Schedule." Click on the course you would like to modify and choose "Drop/Withdraw" from the drop-down menu. The last day to withdraw from a full term class is the date on which eighty percent (80%) of the days in the academic semester have elapsed. If the course is not a full term class, the last day to withdraw is the date on which eight percent (80%) of the instructional days of the course have elapsed.

Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-657-3930 for current dates or view the academic calendars for all of the consortium colleges at <https://distanceminnesota.org/app/custom/students/dates>

LAST NAME	FIRST NAME	MI	STAR ID/STUDENT ID
STREET ADDRESS	TELEPHONE NUMBER	EMAIL ADDRESS	
SEMESTER (Spring/Summer/Fall)	YEAR	CURRENT PROGRAM	

**ADD** — This form requires instructor **AND** financial aid office and/or bookstore signature if adding after the 5<sup>th</sup> day of the term.

COURSE ID	TITLE	CREDITS	INSTRUCTOR'S SIGNATURE	FINANCIAL AID AND/OR BOOKSTORE SIGNATURE

**DROP** — Please indicate if this is a full or half semester course.

COURSE ID	TITLE	CREDITS	FULL/HALF	
				There is no refund for withdrawing from a class. Please refer to the NCTC handbook or Registrar's Office for Policy 2090 on refund/withdrawals.  Please refer to important dates & deadlines at <a href="http://www.northlandcollege.edu/academics/calendar">www.northlandcollege.edu/academics/calendar</a>  *Withdrawing may affect your graduation requirements. Please see an advisor.

\_\_\_\_\_  
Student Signature Date

OFFICE USE ONLY   _____ Registrar's Office Signature <span style="margin-left: 100px;">Date</span>	Action: Total Credits Dropped: _____ Total Credits Added: _____  Tuition Adjustment: Refund 100%: _____ No Refund: _____
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