

ADD/DROP REQUEST



THIS FORM IS TO BE USED ONLY WITHIN THE PUBLISHED ADD/DROP PERIOD.

Please see the academic calendar for add/drop dates at rcbc.edu/academic-calendar.

FOR OFFICE USE ONLY

Fee Adjustments

- 100% Refund
- D/A Fee

Registration Office Signature

Date

I.D. NO	PRINT ADVISOR NAME	ADVISOR'S SIGNATURE
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LAST NAME	FIRST NAME	MIDDLE NAME/MIDDLE INITIAL
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ADDRESS	APT/BUILDING #	CITY
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COUNTY	STATE	ZIP CODE
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PHONE NUMBER (XXX) XXX-XXXX	RCBC EMAIL	@mymail.rcbc.edu
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Change Fee: There is a \$20.00 non-refundable fee each time a student adds a class or changes a class section.

TERM: FALL SPRING SUMMER I SUMMER II / **YEAR:** _____ **REASON FOR CHANGE:** _____

ADD	DEPT.	COURSE NO.	SECTION	COURSE TITLE	CR	DAYS	HOURS	LOCATIONS
	1							
	2							
	3							
	4							
	5							

DROP	DEPT.	COURSE NO.	SECTION	COURSE TITLE	CR	DAYS	HOURS	LOCATIONS
	1							
	2							
	3							
	4							
	5							

PLEASE READ: Students wishing to make changes to their schedule following the beginning of any semester/term may do so through the add/drop period. Semester/term specific deadlines are published on the academic calendar (rcbc.edu/academic-calendar). Students may add/drop courses using their student BaronOne Self-Service account, or by submitting an add/drop form to the Office of the Registrar. **A completed form may be submitted using an RCBC student email account** by emailing registration@rcbc.edu, or by submitting the form in person during normal business hours. There is a minimum \$20 fee for schedule changes, however some schedule changes may also incur additional costs. **Students who add course(s) on or after the first day of any term will not be dropped for non-payment and must take action to remove themselves from the registered course.** Students who drop course(s) within the published add/drop period of a semester/term will receive a 100% refund and no record of the course will appear on the academic transcript.

By signing, I have read and agree to the above conditions. **Student Signature:** _____ **Date:** _____