Print Reset

BLACKHAWK Technical College
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J-490F COURSE ADD / DROP / WITHDRAWAL FORM

PERSONAL INFORMATION

Student Name: BTC Student ID Number:

Program: Date: mm/dd/yyyy

Mailing Address: City: State: Zip:

☐ Please check if your mailing address or phone number needs to be updated.

COURSE(S) TO ADD

CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	

COURSE(S) TO DROP OR WITHDRAW FROM

Note: Withdrawing may have consequences. Please work with Advising and Financial Aid.

CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	
CRN:		Course:		CRN:		Course:	

STUDENT EXPLANATION FOR SCHEDULE CHANGE

☐ Personal ☐ Financial ☐ Academic

FACULTY EXPLANATION FOR SCHEDULE CHANGE (If needed)

☐ Override Capacity ☐ Late Add ☐ Prerequisite/Test Score Error

☐ Time Conflict ☐ Closed Section ☐ Exceeds Credits

Faculty Signature (if needed): Date: mm/dd/yyyy

SIGNATURES

Student Signature: Date: mm/dd/yyyy

Program Advisor Signature: Date: mm/dd/yyyy

Financial Aid Signature: Date: mm/dd/yyyy

Return completed form to Registration and Records.

Registration Signature: Date Processed: mm/dd/yyyy

Submit