



# SCHEDULING FORM ADD – DROP

Student Records Hopewell Hall  
(740) 366-9208 – 1-800-9NEWARK x 208

DATE \_\_\_\_\_

PROCESSED BY \_\_\_\_\_

## TO BE COMPLETED BY STUDENT

**PLEASE PRINT CLEARLY**

Full  
Legal  
Name \_\_\_\_\_  
Last
First
Middle

**TERM CODE**  
 AUTUMN \_\_\_\_\_  
 WINTER \_\_\_\_\_  
 SPRING \_\_\_\_\_  
 SUMMER \_\_\_\_\_

**Social Security Number**

--	--	--	--	--	--	--	--	--	--	--	--

Major \_\_\_\_\_ Telephone \_\_\_\_\_  
 (If this is a new number please submit a personal data change form)

### INSTRUCTIONS TO THE STUDENT:

1. CHECK THE CLASS STATUS INFORMATION ON CAMPUS CONNECT FOR UP TO THE MINUTE CLASS INFORMATION.
2. CHECK PREREQUISITE REQUIREMENTS.
3. SELECT ADD OR DROP AND COMPLETE THE 4 – DIGIT COURSE NUMBER AND SECTION FOR EACH COURSE.
4. OBTAIN SIGNATURE FROM YOUR ADVISOR IF REQUIRED.
5. SIGN THE FORM.

		Course Number/Section	Cr Hrs	Waitlist	Comments	Audit
ADD	DROP	_ _ _ _ _ _ _	_	<input type="checkbox"/>		<input type="checkbox"/>
ADD	DROP	_ _ _ _ _ _ _	_	<input type="checkbox"/>		<input type="checkbox"/>
ADD	DROP	_ _ _ _ _ _ _	_	<input type="checkbox"/>		<input type="checkbox"/>
ADD	DROP	_ _ _ _ _ _ _	_	<input type="checkbox"/>		<input type="checkbox"/>

**Please note:** If you are waitlisted for a class and a seat becomes available, you will receive an email to your COTC student email account. Please check your email and schedule periodically on Campus Connect.

\_\_\_\_\_  
Advisor Signature    Date

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

White – Student Records

Yellow – Fees & Deposits

Pink - Student

\* BEFORE YOU MAKE SCHEDULE CHANGES, YOU SHOULD BE AWARE THAT YOUR GRADUATION, FINANCIAL AID STATUS, AND/OR STUDENT FEES MAY BE AFFECTED. IT IS IN YOUR BEST INTEREST TO FIRST SPEAK TO AN ADVISOR.

\* YOU MAY WITHDRAW FROM A COURSE THROUGH THE 40<sup>TH</sup> DAY OF THE QUARTER; WITHDRAWALS WILL NOT BE PERMITTED AFTER THIS DATE.

\* FORMS MUST BE COMPLETED IN PERSON AND SUBMITTED TO THE STUDENT RECORDS OFFICE; ANY CHANGES WILL BE EFFECTIVE ON THE DATE WE RECEIVE THEM.