WVNCC EARLY ACCESS
ADD/DROP FORM
_____/_____ (Semester / Year)

Today's Date:_____

Please Print Clearly

Student Name:_____

WVNCC ID #:_____

High School:_____

	ADD COURSE(s)			
		Please indicate class location (X)		
CRN (If available)	**WVNCC Course Code / Title** and/or *(For Dual Enrollment)* **Equivalent High School Course Code / Title**	*Online*	*High School On-site*	*WVNCC On-site* *Specify Campus*

DROP COURSE(s)	
CRN	Course Title

*Please note that the High School counselor must provide the authorization signature for the drop and/or add pertaining to dual credit course(s).

_____ Date:_____

Authorization Signature (Please circle):　　　Student　　　Parent/Guardian　　　HS Counselor/Designee

TUITION REFUND POLICY

Only in cases where the College cancels class **or a student withdraws prior to the first day of the semester** or prior to Sunday evening at midnight the week the class starts for those classes with a delayed start, will full tuition and course fee(s) be refunded. Students who totally withdraw from all their classes will have their tuition adjusted according to the schedule listed on the current academic calendar.