UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)
Fostering Leadership & Innovation

Add/Drop Form

Student ID:	Last Name:	First Name:	Tel:

Programme Major:

Prior to completing this form, please familiarize yourself with the Add/Drop Policy found in the Student Handbook/website.

Add/Drop- Fall and Spring Semester

This form is to be used to add or drop courses appropriately, as per Academic Calendar. The form is to be downloaded from the UCC's website, completed by the student, approved and payment made, if required.
- Courses dropped during weeks 1-2 are not documented as part of your permanent record.
- Courses dropped between weeks 3-9 will receive a "W" grade (Withdrawal), late fee and Tuition and fees will <u>not</u> be refunded.
- Courses dropped between weeks 10-13 receive a "WF" grade (Withdrawal Failing), late fees and Tuition and fees will <u>not</u> be refunded.

	Period	Course Code	Course Title	Programme Advisor or Coordinator or Lecturer	Date Approved	HOD, HOS or Dean (Required to add or drop courses after registration deadline)	Date Approved
Spring and Fall Semester	**Adding Course** Weeks 1-2					N/A	
	Dropping Course Weeks 1-2 (**Registered Students**)						
	Adding Course After Weeks 1-2				N/A		
	Dropping Course Weeks 3-9				N/A		
	Dropping Course Weeks 10-13				N/A		

Add/Drop- Summer Session

This form is to be used to add or drop courses appropriately, as per Academic Calendar. The form is to be downloaded from the UCC's website, completed by the student, approved and payment made, if required.
- Courses dropped during weeks 1-2 are not documented as part of your permanent record.
- Courses dropped between weeks 3-6 will receive a "W" grade (Withdrawal), late fees and Tuition and fees will <u>not</u> be refunded.
- Courses dropped between weeks 7-10 receive a "WF" grade (Withdrawal Failing), late fees and Tuition and fees will <u>not</u> be refunded.

	Period	Course Code	Course Title	Programme Advisor/Coordinator/Lecturer	Date Approved	HOD, HOS or Dean (Required to add or drop courses after registration deadline)	Date Approved
Summer Semester	**Adding Course** Weeks 1-2					N/A	-
	Dropping Course Weeks 1-2 (**Registered Students**)						
	Adding Course After Weeks 1-2				N/A		
	Dropping Course Weeks 3-6				N/A		
	Dropping Course Weeks 7-10				N/A		

Student's Signature:	Date:

SFS Department Staff:	Date:

Students wishing to withdraw or take a leave of absence from the University must do so with a "Leave of Absence Form" and not Add/Drop Form.
I acknowledge that my above actions will affect my academic records and my financial obligations and any applicable grants and scholarships.