

Mail-In or FAX Schedule Change Form Instructions:

To add or drop classes from your schedule, please complete the Schedule Change Form and submit it to the Registration Office. Be sure to write your classes on the correct side of the form depending on whether you are adding or dropping. If you are in a special program i.e. Running Start or International Education, please be sure to send your form to the appropriate advisor to obtain a signature before submitting it to registration.

If you are **adding classes** and it creates a balance due, please be sure to include proper payment, as tuition is due at the time of registration. If you are enrolling in a class that has a prerequisite, you must submit proof (i.e. test scores, transcript) that you have met the prerequisite along with your schedule change form. This only applies if you did not take the prerequisite class at Pierce College. Please refer to the current quarterly bulletin for registration dates.

If you are **dropping classes** and are expecting a refund, please refer to the tuition refund policy published in the quarterly class bulletin. Each quarter has specific dates that determine whether or not you will be eligible to receive a refund.

Your schedule change will be processed as quickly as possible. If your changes cannot be processed, we will contact you by phone or mail. Please note the starting date of your class on your calendar.

Submit this form by mail, FAX or drop off at the Registration Office.

Pierce College Fort Steilacoom
Registration Office
9401 Farwest Dr SW
Lakewood, WA 98498

Fax: 253-964-6427

Pierce College Puyallup
Registration Office
1601 39th Avenue SE
Puyallup, WA 98374

Fax: 253-840-8449

Questions? If you have questions or wish to confirm your schedule change has been processed, please call the Registration Office.

Pierce College Fort Steilacoom -- 253-964-6615

Pierce College Puyallup -- 253-840-8400