

STUDENT IDENTIFICATION #

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QUARTER: SUM FALL WIN SPR YEAR _____

LEGAL LAST NAME (please print clearly)

LEGAL FIRST

MIDDLE INITIAL

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ADDRESS - NUMBER, STREET AND APT. #, ROUTE & BOX OR P.O.

CITY

STATE

ZIP

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DAY PHONE

EVENING PHONE

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ADD								DROP				
	A if Audit	ITEM NO.	COURSE DEPT. & NUMBER	CRE	BUILDING/ROOM	DAYS	TIME	*INSTRUCTOR SIGNATURE		ITEM NO.	COURSE DEPT. & NUMBER	CRE

PREVIOUS CREDIT LOAD

REVISED CREDIT LOAD

***IMPORTANT** - Valid faculty signature required for adds after the 3rd day of quarter or for class overloads/closed classes. Forgery may subject student to disciplinary action.

Before You Withdraw

If you receive financial aid, veterans' benefits, or other tuition assistance, you should consult with that office before withdrawing. Withdrawing may cause repayment and/or affect future eligibility.

Tuition and Fee Payment

You will be fully responsible for paying your tuition and other debts owed to Pierce College by the tuition due date. If you fail to pay these debts, they may be referred to an outside agency for collection. You will be responsible for all collection costs and legal fees allowed by Washington state law.

Refunds

Refunds are usually processed after the 10th day of the quarter. Refunds are issued by check and mailed to you except for financial aid or agency refunds. Allow at least 30 days to process. See the online eSchedule or go to www.pierce.ctc.edu for complete refund information.

STUDENT SIGNATURE _____

ADVISOR SIGNATURE _____
(Required for specific programs, i.e., Running Start & International Education.)

FOR OFFICE USE ONLY		<u>TUITION</u>	<u>REFUND</u>	<u>AMOUNT DUE</u>
DATE FORM RECEIVED	INITIAL	TOTALS \$	_____	_____

REGISTRAR

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**, please refer to the online quarterly eSchedule for registration dates and the starting date of the class. If adding creates a balance due, be prepared to pay immediately once your form is processed - 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.

If you are **dropping classes**, please refer to the online quarterly eSchedule for drop dates. If you are expecting a refund, please refer to the tuition refund policy published in the online quarterly eSchedule. 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 send an email to your Pierce College student email.

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, go online at MyPierce to check your schedule or call the Registration Office.

Pierce College Fort Steilacoom - 253-964-6615

Pierce College Puyallup – 253-840-8400