

JEFFERSON COMMUNITY COLLEGE
Drop/Add/Override Form

Student ID Number:
Student Name:
Student Signature:

Today's Date:
Semester:
Advisor Name:
Advisor Signature:

Changes to a student's schedule—such as course drops, additions, or withdrawals—may impact financial aid eligibility and billing. Any unpaid financial obligations may be referred to an external collection agency. Students will be responsible for all associated collection fees and legal costs, which will be added to the total amount owed.

DROP:

CRN	Course	Reason

If you are a residential student or student-athlete, you need documented approval to drop a course (email or signature) of the Associate Vice President of Student Affairs or the Director of Athletics.

ADD:

CRN	Course	Comments and Approval as needed

Override Request

To request enrolling a student in a course that requires an override, please complete this section and email the information to the appropriate person (Dept Chair or AVP). The completed form and email approval should be forwarded to the Registrar office for processing.

Reason for Override Request:

Course is at Capacity

Course is past the Add date

Other:

Does the student need the course to graduate this semester? yes no

Are there other courses the student could take? yes no

List the courses:

Is the course a pre- or co-requisite for another course the student is taking? yes no

Is the course a prerequisite for a course the student is taking next semester? yes no

Processed by: _____
Enrollment Services Initials Date

Credit hours _____ and _____
before after