



## ADD / DROP FORM

Select Term: Fall      Spring      Summer      Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Jackson College Email: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Circle A = Add D = Drop	Course Letters and Section (Example: HUM 131 01)	Instructor Signature
<input type="radio"/> A <input type="radio"/> D		
<input type="radio"/> A <input type="radio"/> D		
<input type="radio"/> A <input type="radio"/> D		
<input type="radio"/> A <input type="radio"/> D		
<input type="radio"/> A <input type="radio"/> D		

**DO YOU HAVE FINANCIAL AID?      YES      NO**

By registering, I understand that I am financially responsible for the classes for which I am about to register. If I fail to make payment according to the terms of my registration, my account may be charged for collection efforts. These fees may be up to 33% of the unpaid balance of my account. Non-payment or non-attendance does not constitute an automatic drop, withdrawal, or refund.

**Student Signature:** \_\_\_\_\_

Students have three primary rights under FERPA. They have the right to: 1) inspect and review their education records; 2) have some control over the disclosure of information from their education records; and 3) seek to amend incorrect education records. JC is FERPA compliant and only releases information to authorized institutions. To not have your directory information released to <http://www.jccmi.edu/norelease>. For more information on this policy, please refer to the JC catalog or go online at [www.jccmi.edu](http://www.jccmi.edu). I assume full responsibility for the accuracy of the information on this form and am aware of my FERPA rights.

**Student Signature:** \_\_\_\_\_

I understand and assume full responsibility that by adding a class after the add/drop period of this class, I will not have an opportunity to drop without a "W", receive a refund, or utilize certain forms of financial aid. (See the Financial Aid Office for more details.)

**Student Signature:** \_\_\_\_\_

**JC Staff Signature:** \_\_\_\_\_

I have consulted with this student and approved the process of this add/drop form.