

# FALL 2012 DROP/ADD Form



Name \_\_\_\_\_ Phone \_\_\_\_\_

Student ID Number \_\_\_\_\_ OR Social Security Number \_\_\_\_\_

**CHANGE OF CLASS SCHEDULE IS NOT OFFICIAL UNTIL THIS FORM IS SUBMITTED TO THE ADMISSIONS OFFICE.**

CLASSES TO BE DROPPED						CLASSES TO BE ADDED			
Class Number	Course	Section	Credit Hours	Grade	Instructor's Signature	Class Number	Course	Section	Credit Hours

To whom have you spoken to about dropping this course?  Instructor  Advisor  Counselor

Consortium/Concurrent Student  Yes  No

Are you moving?  Yes  No

### IMPORTANT DATES

**Last Day to Withdraw from a Class and receive a 100% Refund**  
**Last Day to Withdraw from a Class and receive a 50% Refund**  
**Last Day for Students to withdraw from a course WITHOUT Instructor's Signature**  
**Last Day for Students to withdraw from a course for Fall 2012 Semester**

**Friday, August 17, 2012**  
**Tuesday, September 11, 2012**  
**Monday, October 8, 2012**  
**Saturday, December 1, 2012**

Receiving Financial Aid  Yes  No \_\_\_\_\_  
(Grants, Loans, etc.) Financial Aid Official

Receiving Veterans Benefits  Yes  No \_\_\_\_\_  
VA or Fin Aid Officer

Original Hours Enrolled \_\_\_\_\_ Hours Remaining \_\_\_\_\_

\_\_\_\_\_  
 STUDENT SIGNATURE/DATE OFFICIAL COUNSELOR/ADVISOR SIGNATURE/DATE

1400 College Drive  
 Ashland, KY 41101  
 606-326-2114

Fee Assessment \$ \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Processed By \_\_\_\_\_

## EARLY EXIT FORM

Our college wishes to assist you to continue, change or return to your current program. We value you, your hopes, and your possibilities. The purpose of this is to provide us with basic information that will help us improve and provide information about your immediate plans. Even though it is optional for you to complete this form, we encourage you to do so. Thank you for helping us do a better job.

### 1. Why are you leaving?

- a. Obtained a job
- \$6 - \$9 per hour
  - \$9 - \$11 per hour
  - \$12 - \$14 per hour
  - over \$18 per hour

Is the job related to courses taken at the college  Yes  No

Was your employment unsubsidized (not directly paid in whole or in part by funds provided under WIA or other public programs, eg. Welfare to Work)?  Yes  No

- b. Transferring to another educational institution
- c. Were not satisfied with college because (please check one or more):
- of the instructor(s)
  - problems with the administration
  - coursework was too difficult
  - other
- d. Mandatory Placement
- e. Personal
- f. Family
- g. Transportation
- h. Financial
- i. Schedule Conflicts
- j. Child Care
- k. Relocation
- l. Medical

### 2. How would you rate your educational experience?

- a. Very Satisfied
- b. Satisfied
- c. Neutral
- d. Not Satisfied
- e. Very Dissatisfied