



Summer II 2014 Drop/Add form

Name _____ Phone _____ DATE _____

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

Are you withdrawing from ALL courses? Yes No
 Consortium/Concurrent Student Yes No
 Are you moving? Yes No

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

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 Summer II 2014 Semester

Wednesday, July 2, 2014
Thursday, July 10, 2014
Monday, July 21, 2014
Monday, July 28, 2014

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

Fee Assessment \$ _____

OFFICE USE ONLY

Date Received _____

Date Processed _____

Processed By _____

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

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