



# GRAYS HARBOR COLLEGE

## REGISTRATION TRANSACTION CLASS ADD/DROP FORM

Fall

Winter

Spring

Summer

20\_\_\_\_

LAST NAME	FIRST NAME	MI	STUDENT IDENTIFICATION NUMBER			

Registration after 10th day (8th day summer quarter)

REGISTER OR ADD	Item Number	Dept.	Course Number	Credits	Audit	Permission Entry Code for Prerequisite	Instructor Signature	DATE	Permission from Director of Enrollment after 10 <sup>th</sup> Day	DATE	NOTES:

DROP COURSES	Item Number	Dept.	Course Number	Credits	Refund	Office Use Only Staff Signature

**Fall, Winter & Spring:** 100% refund on or before 5<sup>th</sup> day of the quarter; 50% refund on 6<sup>th</sup> day of class and within 20 calendar days.

**Summer:** 100% refund on or before 3<sup>rd</sup> day of the quarter; 50% refund on 4<sup>th</sup> day of class and within 15 calendar days.

**NOTE:** Adding classes once classes have started, requires instructor permission. Adding classes after 10th day requires instructor permission and the Director of Enrollment permission.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_