



# Enrollment Form

(Schedule Change Form)

Indicate your requests for a **single semester only**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

I have an interest in this Academic Major or possible Pathway: \_\_\_\_\_

## Instructions:

- View the online [Course Schedules page](#) for class availability, day/time, and specific add/drop periods
- Submit this completed form to [EarlyCollege@gvltec.edu](mailto:EarlyCollege@gvltec.edu)

## ADD courses indicated below

| Year/Term<br>(ex. 2022 Fall) | COURSE CODE<br>(ex. ENG-101) | Section #<br>(ex. 001) | Instructor or Dean Signature & Date<br>(if required) |
|------------------------------|------------------------------|------------------------|--|
|                              |                              |                        |  |
|                              |                              |                        |  |
|                              |                              |                        |  |

## DROP/WITHDRAW courses indicated below

| Year/Term<br>(ex. 2022 Fall) | COURSE CODE<br>(ex. ENG-101) | Section #<br>(ex. 001) | Instructor or Dean Signature & Date<br>(if required) |
|------------------------------|------------------------------|------------------------|--|
|                              |                              |                        |  |
|                              |                              |                        |  |
|                              |                              |                        |  |

## REASON(S) FOR DROPPING OR WITHDRAWING:

- Financial    
  Health    
  Scheduling Conflict    
  Changed Mind    
  Other reason

**Tuition Refunds:** Tuition is refundable to students who officially drop from classes prior to the deadlines indicated on the [Course Schedules page](#). Some fees may not be refundable. After the add/drop period but prior to the end of the day on the last day to withdraw, students may **withdraw** from a class. See the [Add, Drop or Withdraw page](#) for details. Students may not enroll for future classes until all fees are satisfied.

**Attendance:** Students who register for a course but fail to attend (including failure to meet the criteria for being counted as present in an online course) or who attend only during the add/drop period may be administratively withdrawn. **An administrative withdrawal will charge the student 100% of the total tuition and fees.**

By signing below, you verify that you have reviewed this schedule change form to ensure that the correct courses and sections have been selected and that you understand the above disclosure statements.

STUDENT SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

ADVISOR SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_