



Submit one form for each Add or Exchange request

REQUEST TO: **ADD** **EXCHANGE** Check one please

Date _____
Student ID _____ Social Security Number _____ Daytime Telephone Number _____
Last Name _____ First Name _____ MI _____

Required if adding or exchanging a class.

ADD	Class Title	Class #	Catalog Number	Credits	Instructor Signature/Date

Required if exchanging a class.

DROP	Class Title	Class #	Catalog Number	Credits	Instructor Signature/Date

To be considered valid, I understand this request must be received by Enrollment Services staff within seven calendar days from the date of the instructor's signature.

Student Signature _____ Date _____

NOTE: This form is **NOT** required prior to the first fourteen calendar days of the fall or spring term (or prior to the first seven calendar days of the summer term).

ADD:

Instructor for the added class must approve the student request prior to enrollment if class has already begun.

EXCHANGE:

After fourteen calendar days of the fall or spring term, or after seven calendar days of the summer term:

- Even exchanges will only be considered between classes with the same catalog number.
- Classes with different catalog numbers will not be even exchanged. Drops will be refunded according to WTCS policy.
- Addition and drop of classes involved must occur on the same day.
- The even exchange policy is not in effect when the student is placed on the waitlist for the added class.
- If adding a TCA or NET (Online) classes and if open for enrollment, instructor signature is not required.

ADD or EXCHANGE PROCEDURE:

Students must use this form when adding or exchanging classes after 14 calendar days of the fall or spring term or after 7 calendar days of the summer term.

1. The student prints form and completes ALL information.
2. The student takes the form to the instructor(s) for his/her signature.
3. If approved, each class instructor signs and dates the form. (If the request is denied, the instructor does not have to sign the form.)
4. If approved, the student returns the form to the Enrollment Services\Welcome Center or mails it to NWTC, Attn: Enrollment Specialist, PO Box 19042, Green Bay, WI 54307-9042
5. Staff processes the request, issues a new class schedule, and signs and dates form. The ADD/EXCHANGE form will be scanned into the student file.
6. The student retains the class schedule as confirmation.

FOR OFFICE USE ONLY:	Completed by	Date
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