DUAL CREDIT CLASS CHANGE FORM

PLEASE PRINT LEGIBLY AND USE A BLUE OR BLACK BALLPOINT PEN.

Student Name _____________________________  A# __________________

High School _________________________________

Course(s) to be Dropped and/or Added:

Term:  Fall, Wintermester, Spring, Maymester, Summer I, MidSummer, Summer II  Year: _________

<table>
<thead>
<tr>
<th>COURSE DROPPED</th>
<th>COURSE ADDED*</th>
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</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Course</td>
</tr>
<tr>
<td>12345</td>
<td>Example: ENGL 1301</td>
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*If adding a course will make the student have an overload (3 or more classes), student needs to fill out a registration form and obtain all required signatures.

What is the reason(s) for withdrawing: __________________________________________

I fully understand the Tyler Junior College Drop/Withdraw Policy and Refund Policy found in the Tyler Junior College Catalog and Student Handbook. (Available online at www.tjc.edu)

Student’s signature (Required): __________________________ Date (Required): ____________

This student has my permission to withdraw/add from the course(s) listed above.

High School Official’s Signature (Required): __________________________

Date (Required): ____________  HS Official’s Position: ____________________________

Turn in form with both Signatures to Dual Credit Office OR can scan and email to dualcredit@tjc.edu OR Fax: 903-510-2161, ATTN: DUAL CREDIT

Revised 06-16-17