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 Phone: 619-201-8951 Fax: 619-201-8975
 Email: registrar@socalsem.edu ~ Web: www.socalsem.edu

Complete the entire form, sign it and return to the Registrar's Office

ADD/DROP PETITION: Academic Year 2017-18

Fee: \$37.00 per form

Student Name _____ Student ID # _____

Phone: Home _____ Mobile _____ Today's Date _____

Check term and enter the year: Fall 20 _____ Spring 20 _____ Summer 20 _____

Which Module(s)? _____ Total Change of Units from _____ to _____ for the Trimester.

Check your Degree Program: AACM AA2BA BABS MACM MACC MAPA MABS MASR M.Div.
 Th.M. DMin. MACP-NL MACP MA-MFT PsyD

Withdraw Policy from SCS catalog:

For module courses, dropping a course prior to the first session or during the first session/week will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for modular courses that are properly dropped in sessions/weeks 2 through 6. For trimester courses, dropping a course prior to or during the first two sessions/weeks will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for trimester courses that are properly dropped in weeks 3 through 13. For multi-trimester courses, dropping a course prior to or during the first two sessions will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for two-trimester courses that are properly dropped in weeks 5 through 27 and weeks 5 through 41. Dropping a course in the last session/week may result in the grade notation of F. If no drop form is submitted by the student and the student discontinues attending the class, a grade notation of UW will show on the student transcript. Refunds are generally not given if this occurs.

Policy on Add/Drop Fee Charged:

All courses added after the close of open registration for the term are subject to the add fee. Students may drop a course with no charge if it is done prior to or during the first week of the class. Courses dropped after the first week will be charged a drop fee.

Refund of Tuition Policy:

A student officially dropping a course through the Registrar will receive prorated tuition and course fee refunds. If a student officially drops prior to the first session of the course, the Seminary will refund full tuition. Students who officially drop after the first session but before completing 75% of the course will receive a prorated refund of the unused portion of tuition and other refundable charges. No refund will be made if a student drops after completing 75% of the course. Please refer to the current academic catalog for complete information.

Write the reason for this add &/or drop (required):									
MOD #	ADD	DROP	COURSE #	Class-room or Online?	COURSE TITLE	PROFESSOR	START DATE	# UNITS	# SESSIONS ATTENDED
<i>example</i> 1		✓	RS 501	Class-room	Graduate Research & Writing	Fazio	9/4/17	3.0	0

Student Signature _____ Date _____

Turn form into the Registrar's Office. All of the signatures below will be processed through the Registrar. Thank you!

Authorizing the ADD/DROP:

- | | | | |
|--|------------|---|------------|
| 1. _____
Dean Signature | _____ Date | 4. _____
Financial Aid Signature | _____ Date |
| 2. _____
Registrar Signature | _____ Date | 5. _____
Mil/Vet Services | _____ Date |
| 3. _____
Student Accounts Signature | _____ Date | 6. _____
International Student Coordinator (if needed) | _____ Date |

Complete this form carefully: Incomplete forms are NOT Official Drops and may result in additional fees.