



SOUTHWEST
TEXAS ★ COLLEGE

DUAL ENROLLMENT ADD/DROP REQUEST

OFFICE OF ADMISSIONS/REGISTRAR

CHANGES WILL NOT BE PROCESSED UNTIL THIS FORM IS SUBMITTED TO THE ADMISSIONS/REGISTRAR OFFICE

SCHOOL NAME: _____

SWTJC I.D.: _____ DOB: _____

LAST NAME FIRST NAME MI

TERM: _____ YEAR: _____

DROP ADD COMPLETE WITHDRAW

REASON FOR DROP/WITHDRAW:

- Academic Difficulties Excessive Absences Transfer
- Financial Difficulties Schedule Conflicts w/Work Military Duty
- Medical Issues Death of Family Member Online Issues
- Block Withdrawal Withdrew from School Instructor Request
- No Qualifying Scores Other _____

SCHEDULE CHANGES

DROP COURSE(S)				ADD COURSE(S) PLEASE VERIFY CHANGES			
Subject	Number	Section	Credits	Subject	Number	Section	Credits

The **OFFICIAL EFFECTIVE DATE** for any add, drop, or withdrawal is the date entered below by the Admissions/Registrar Office.

Please keep a copy of this form until final grades are posted and/or appropriate refund is received.

STUDENT SIGNATURE DATE

EMAIL COMPLETED FORM TO: dualcredit@swtjc.edu

HIGH SCHOOL OFFICE USE ONLY

HIGH SCHOOL OFFICIAL SIGNATURE DATE

FOR ADMISSIONS/REGISTRAR OFFICE USE ONLY

SWTJC OFFICIAL SIGNATURE DATE