

**Instructions to Drop or Withdraw from a Concurrent Enrollment Class**

1. Enter name, date, CCA Student ID # (S#), year, and term for the course from which student needs to Drop or Withdraw in the space provided at the bottom of the form.
2. In the "DROP or WITHDRAW" box, enter:
  - Course ID, Section, and Credits (Example: MAT 121-001 & 4 Credits)
  - High School
  - Teacher Name
  - Student ID (S#-College ID)
  - All signatures required (Parent signature required for withdraws)
3. Email signed form to the Michelle Pacheco at Michelle.Pacheco@ccaaurora.edu. Forms received after 5:00 p.m. will be recorded the following day. No forms will be accepted after 5:00 p.m. on the last day to withdraw. Ask high school teacher or counselor for deadlines. If course is **dropped** by census, there is no charge to the school.
4. If you have any questions, please do not hesitate to contact us at (303) 340-7513

**W – Withdrawal** - Once withdrawn from a course, the student may not be re-registered back into the same section of that course during that semester. The class will still appear on the official transcript along with a "W" in place of **or** as the grade; however, a "W" will not affect credit or cumulative GPA. Multiple withdraws may impact financial aid eligibility once the student has graduated from high school.

Student may be responsible for reimbursing their high school for the course, **please check with your high school.**

**SCHEDULE ADJUSTMENT FORM**

Name: _____		
First	M.I.	Last
S#: S _____	Phone #: _____	
Email: _____@student.ccs.edu		
Student: _____	_____	_____
Print Name	Signature	Date

Parent/Guardian: \_\_\_\_\_  
 Print Name Signature Date

District Liaison: \_\_\_\_\_  
 Print Name Signature Date

\_\_\_ Fall \_\_\_ Spring YEAR: \_\_\_\_\_ High School: \_\_\_\_\_

**DROP or WITHDRAW**

Indicate Drop or Withdraw	Course ID & CRN	Credit	Authorized Signature (HS Faculty or Counselor )

**CCA- Concurrent Enrollment Internal Use Only (Scan form into BDM)**

Approved with COF, before Census (Register student with RE Code)  
 Drop/Withdraw Request Denied: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date Processed: \_\_\_\_\_