**Form Instructions** – This form is for extenuating circumstances that prevent the student from registering by the registration deadline. Extenuating circumstances include; (1) issues with the SLCC registration system, (2) ACT, SAT, and/or SLCC Placement test scores that were sent by the test score benchmark but have not been received by SLCC.

Concurrent enrollment high school coordinators complete the form, obtain the student signature, and then submit the form to the Concurrent Enrollment Office through MyCE on a support ticket.

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| **Student Name** |       | **S Number** |       | **Semester** |       |
| **High School** |       | **CE Adjunct Teacher** |       |

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| --- | --- | --- | --- |
| **Subject (ie. ACCT)** | **Course Number (ie. 1010)** | **CRN/Section Number** | **Reason for Late Registration** |
|       |       |       |       |
|       |       |       |  |
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**DROP/WITHDRAWAL FORM**

**Dropping a Course** – When you drop a course it is removed from your SLCC transcript. Student are required to drop themselves by the deadline through MySLCC. Please check the calendar section of the concurrent enrollment website for specific registration, drop, and withdrawal deadlines.

**Withdrawing from a Course** – When you withdraw from a course, that course remains on your SLCC transcript and a ‘W’ appears where the grade should be. The ‘W’ does not impact your SLCC GPA, however if you continually withdraw from courses, the withdrawals on your transcript may prevent you from qualifying for federal financial aid in the future, at SLCC and/or your 4-year college/university. Students who withdraw from a concurrent enrollment class are still responsible for paying tuition for that class. If you are performing poorly in a course and you believe that you will retake the exact same course in the future, it may be better for you to accept the poor grade and retake the course in the future at SLCC.  SLCC will replace the lower grade on your SLCC transcript and only the higher grade will be factored into your college GPA. At times this can be a better option than a withdraw.

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| **Student Name** |       | **S Number** |       | **Semester** |       |
| **High School** |       | **CE Adjunct Teacher** |       |

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| **Subject (ie. ACCT)** | **Course Number (ie. 1010)** | **CRN/Section Number** | **Last Date of Attendance** | **Reason for Late Drop or Withdrawal** |
|       |       |       |       |       |
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**Student Signature: Date:**

**CE Coordinator Signature: Date:**