**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 MyPage. Please check the [calendar section](http://www.slcc.edu/concurrentenrollment/Calendar.aspx) 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.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject (ie. ACCT)** | **Course Number (ie. 1010)** | **CRN/Section Number** | **Last Date of Attendance** | **Teacher Signature** |
|       |       |       |       |  |
| **Reason for Withdrawal** |
|       |

**Student Signature: Date:**

**HS Counselor/Coordinator Signature: Date:**

**MAIL FORM TO:** Salt Lake Community College

 Concurrent Enrollment (HTC)

 PO Box 30808

 Salt Lake City, UT 84130-0808

**⇓↓⇓ SLCC CONCURRENT ENROLLMENT INTERNAL STAFF USE ONLY ⇓↓⇓**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Received** |  | **Date Recorded** |  | **CE Staff Name** |  | **CE Staff Signature** |  |