



# REQUEST FORM TO ADD, DROP & WITHDRAW SECTIONS

Students using this form must be currently registered or registered in a future semester. See Page 2 for detailed instructions.

\* indicates a required field

<b>Student</b>	Last name *	First name *
	NLC student number*	Daytime phone number*
	Semester of registration *	Current program*

<b>Sections to be ADDED</b>	Subject (example: ENGL)	Course Number (example: 100)	Section Number (example: DRA01)	<b>Campus Services Use Only</b>	
					<input type="checkbox"/> Reg. <input type="checkbox"/> Wait. <input type="checkbox"/> Restricted <input type="checkbox"/> Past Add/Drop Deadline Late registration not permitted
					<input type="checkbox"/> Reg. <input type="checkbox"/> Wait. <input type="checkbox"/> Restricted <input type="checkbox"/> Past Add/Drop Deadline Late registration not permitted
					<input type="checkbox"/> Reg. <input type="checkbox"/> Wait. <input type="checkbox"/> Restricted <input type="checkbox"/> Past Add/Drop Deadline Late registration not permitted
					<input type="checkbox"/> Reg. <input type="checkbox"/> Wait. <input type="checkbox"/> Restricted <input type="checkbox"/> Past Add/Drop Deadline Late registration not permitted

<b>Sections to be REMOVED</b>	Subject (example: MGMT)	Course Number (example: 120)	Section Number (example: FRB01)	<b>Campus Services Use Only</b>	
					<input type="checkbox"/> Drop <input type="checkbox"/> W/D <input type="checkbox"/> Restricted <input type="checkbox"/> Past the deadline. Withdrawal not permitted.
					<input type="checkbox"/> Drop <input type="checkbox"/> W/D <input type="checkbox"/> Restricted <input type="checkbox"/> Past the deadline. Withdrawal not permitted.
					<input type="checkbox"/> Drop <input type="checkbox"/> W/D <input type="checkbox"/> Restricted <input type="checkbox"/> Past the deadline. Withdrawal not permitted.
					<input type="checkbox"/> Drop <input type="checkbox"/> W/D <input type="checkbox"/> Restricted <input type="checkbox"/> Past the deadline. Withdrawal not permitted.

<b>Signature</b>	Students are financially accountable for all fees incurred from adding, dropping, and/or withdrawing from sections. By signing below, I hereby request that NLC update my registration record as indicated on this form.	
	<hr style="width: 80%; margin: 0 auto;"/> Signature*	<hr style="width: 80%; margin: 0 auto;"/> Date*

Campus Services Use Only							
Key: <table border="1" style="width: 100%;"> <tr> <td>Reg. = Registered</td> <td>Drop = Dropped</td> </tr> <tr> <td>Wait. = Waitlisted</td> <td>W/D = Withdrawn</td> </tr> <tr> <td colspan="2">Restricted = Cannot complete transaction due to PERC, pre-req error, etc.</td> </tr> </table>	Reg. = Registered	Drop = Dropped	Wait. = Waitlisted	W/D = Withdrawn	Restricted = Cannot complete transaction due to PERC, pre-req error, etc.		Date received:
Reg. = Registered	Drop = Dropped						
Wait. = Waitlisted	W/D = Withdrawn						
Restricted = Cannot complete transaction due to PERC, pre-req error, etc.							

## SECTION ADD, DROP & WITHDRAWAL REQUESTS

Use this form to request sections (courses) to be added, dropped, or withdrawn from the official list of enrolled courses that are on your registration record and NLC transcript.

You may use your [WebAdvisor](#) (instead of this form) to add, drop, and withdraw from courses. It is recommended that you use this form only if you need assistance completing your desired changes.

All fields on this form must be completed as indicated and completed forms must be submitted to Campus Services.

Dropping or withdrawing from courses may affect your financial aid eligibility. If you receive scholarships, awards, or student loans, it is recommended you speak with a Financial Aid Officer before reducing your courseload. Contact Financial Aid at [finaid@nlc.bc.ca](mailto:finaid@nlc.bc.ca).

### Regulations and procedures regarding add, drop, and withdrawal requests

- i. The [Academic Schedule](#) sets the dates for all semester-based programs at NLC, including the **add/drop period** and the **withdrawal period**.
- ii. Adding and dropping sections may occur anytime after your registration time until the end of the add/drop period.
- iii. Students must meet course-section prerequisites and program restrictions to register in a section.
- iv. Sections have maximum capacities. Students may be added to the waitlist if capacity is reached and are responsible to monitor their waitlist status and accept a seat offer before it expires. Students with expired waitlist offers are not entitled to a seat in that section.
- v. **Late registrations are at the discretion of the Dean, in consultation with the Chair and Instructor(s). Requests for late registration using this form will not be approved; contact your Dean directly.**
- vi. Students are not permitted to attend sections for which they are not registered.
- vii. Withdrawing from sections may occur anytime after the end of the add/drop period until the end of the withdrawal period.
- viii. **Late withdrawals (after the deadline) are permitted only under exceptional circumstances and only with the approval of the Dean. Requests for late withdrawal using this form will not be approved; contact your Dean directly.**
- ix. Non-attendance in itself does not constitute drop or withdrawal from a section.
- x. All section adds, drops, and withdrawals are subject to NLC's [F-4.03 Tuition Deposit, Deadlines, Refunds and Penalties Policy](#).

Further details about adding, dropping, and Withdrawing can be found on NLC's website: [www.nlc.bc.ca/Registration](http://www.nlc.bc.ca/Registration)