Independence Community College

College Avenue & Brookside Drive, PO Box 708, Independence, KS. 67301
620/331- 4100 or 800/842- 6063 or www.indycc.edu

ADD / DROP FORM

Circle Semester: Summer 1 Summer 2 Fall Spring YEAR _____

Student_____ **SS#/ID#**_____

Student Classification: ELP HS FR SO Post-Grad **Date of Birth:** _____ **Race** _____

Address: _____
Street City State Zip

County of Residence: _____ **How long:**_____ **Telephone (H)**_____ **(W)** _____

IF KANSAS RESIDENT LESS THAN 6 MONTHS, GIVE PRIOR ADDRESS_____

ACT or COMPASS Scores must be provided for enrollment in Math and English classes.

Courses to be Added to Schedule (EXAMPLE GIVEN)

	COURSE		CREDIT	COURSE TITLE	INSTRUCTOR	TIME	M	T	W	R	F
01	MIC 1003	0041	3	Introduction to Computing	S. Gaddy	8:00—8:58	X		X		x

Total Hours ____ **Major** _____ **Do you plan to graduate this semester** ____

NOTE: Developmental courses will not count toward graduation, transfer or the honor roll. * Enrolling in 22 or more hours will require a signature by the Dean of Instructional Services.**

TUITION REFUND POLICY

Regular semester:
100% 1st through 5th day of class
50% 6th through 10th day of class

Summer semester and Mini or Mid-Semester Courses:
100% Through the first 1st day of class.
No Refund after the 1st day of class.

STUDENTS MUST WITHDRAW WHEN THESE REFUND DATES HAVE PASSED

Courses to be Dropped from Schedule (EXAMPLE GIVEN)

	COURSE		CREDIT	COURSE TITLE	INSTRUCTOR	TIME	M	T	W	R	F
01	MIC 1003	0041	3	Introduction to Computing	S. Gaddy	8:00—8:58	X		X		x

1. All drops must be completed on a drop form and submitted to the ICC Enrollment Center or the Registrar's Office. Full-time students must have an advisor's signature on the form. Add/Drop forms are available in Student Services & Registrar's Office.
2. Requests for refunds may be made to the Dean of Student Services for special circumstances, such as military obligations, illness, or death.

NOTE: ** Students must complete a Drop/Withdraw form to withdraw/ drop a class and it will be filed in the Registrar's Office. The Add/Drop/Withdraw policy is in the ICC Catalog and Student Handbook on our website.
**** ICC Refund policy is in the ICC Catalog and Student Handbook on our website.**

_____ _____
Student's Signature ***Date*** ***Instructor's signature for late enrollments only*** ***Date***

_____
Advisor's Signature (If enrolled full-time) ***Date***

_____ _____
Entered by: ***Date*** ***** Dean of Instructional Services Signature*** ***Date***
(If enrolling in 22 or more hours)