

Consult with your advisor when dropping or adding a class! It might affect your program completion or financial aid status.

**PLEASE  
PRINT CLEARLY**

**CHECK  
ONE:**

- Beatrice Campus 4771 W. Scott Rd. Beatrice, NE 68310-7042 Fax 402-228-8935  
 Lincoln Campus 8800 O St. Lincoln, NE 68520-1299 Fax 402-437-2670  
 Milford Campus 600 State St. Milford, NE 68405-8498 Fax 402-761-2324

Last Name		First Name		Middle Initial	ID Number
Former Name		Email Address: (required for students on class waitlists)			Social Security Number
Local/Preferred Mailing Address:			City	State	Zip
					County

<b>CHECK TERM</b>	<input type="checkbox"/> Fall	Year _____	<input type="checkbox"/> Undeclared
	<input type="checkbox"/> Spring		<input type="checkbox"/> Declared (list program of study) _____
	<input type="checkbox"/> Summer		

>>Drops **after the drop deadline** are allowed only in extenuating circumstances and require **both** the instructor's signature **and** the Division Dean **or** Division Associate Dean's signature.

DROP Course Number												Course Title	Credit Hours	Instructor's Signature (Required after the drop deadline.)	Div. Dean/Assoc. Dean Signature (Required after the drop deadline.)
E	N	G	L	1	1	2	0	L	N	8	1	English Basics (Example)	3		

>>Students can add classes after the start of the term. **Additional signatures may be required.** You may review the complete Adding a Course policy in the SCC Catalog at [southeast.edu/collegecatalog](http://southeast.edu/collegecatalog).

ADD Course Number												Course Title	Credit Hours	Instructor's Signature	Div. Dean/Assoc. Dean Signature	
M	A	T	H	1	1	0	0	W	B	P	0	1	Intermediate Algebra (Example)	3		

>>Students must sign and date the form.

Completed form should be submitted to the Registration & Records Office in person or by FAX.  
To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

Official D/A Date: \_\_\_\_\_

Cr. Hr. Chg. \_\_\_\_\_ to \_\_\_\_\_

Data Entry \_\_\_\_\_

**OFFICIAL REFUND INFORMATION FOR CREDIT CLASSES**

**Financial Aid:** Dropping classes could affect your financial aid status. Contact the Financial Aid Office BEFORE dropping and for additional information.

**Full tuition** will be charged for classes added after the term begins.

**Dropped classes** will be refunded based on the date the student provides the College with an official written request to drop. The refund is calculated based on the beginning date of the course, **NOT** the date you registered. Refunds will be mailed to students. Please allow 30 days for processing. Contact the Business Office if you have questions about refunds.

**Refunds/Additional Charges:** The Business Office will compute any additional charges or refunds based on the official Drop/Add date. **It is possible you will owe additional tuition if you drop and add classes after the term begins, even if your total credit hours are unchanged.**

**Student activity fees** are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program.