



**Asnuntuck
Community College**

ADD/DROP FORM

Registrar's Office, 170 Elm Street, Enfield, CT 06082

Email Completed Form to: AS-Registrar@Asnuntuck.edu

Semester Add/Drop: FALL 20 ____ SPRING 20 ____ SUMMER 20 ____ WINTER 20 ____

Student ID # _____

Last Name: _____ First Name: _____ Middle/Maiden Name: _____

Email Address: _____ Primary Phone: _____

If any of your contact information has changed, please complete the following:

Address _____
Number, Street, City, State, Zip

Are you receiving VA Benefits? Yes No Are you receiving Financial Aid? Yes No

*****Enrollment changes may affect your financial aid or veteran's benefits.*****

If you have aid, contact [Financial Aid](#) or the Veterans' Coordinator for more information!

CLASSES to ADD:

CRN	SUBJ.	CRSE.	Title	CR	Days-MTWRFS	Time

Advisor's Signature _____ **Date** _____

(May be required for adding certain classes)

CLASSES to DROP:

CRN	SUBJ.	CRSE.	Title	Last Date Attended Each Class

REFUND POLICY: For more detailed information, please visit www.asnuntuck.edu/tuition-fees or you may obtain a Student refund Policy brochure at the Cashier's Office. **Fall/Spring Semesters:** For full-term classes, a refund of 100% of Tuition and Fees will be granted for through the 21st day of the term. A flat "Late Drop Fee" per class will be charged after the 8th day of the term through the 21st day. For full-term classes, no refunds will be granted for withdrawals after the 21st day. Different deadlines will apply for accelerated classes. **Summer/Winter Terms & Accelerated classes:** A refund of 100% of Credit Extension/Tuition and Fees will be granted until 20% of the course has passed. A flat "Late Drop Fee" per class will be charged after 10% until 20% of the course has passed. No refunds will be granted for withdrawals after the 20% point.

To the best of my knowledge, the information on this form is complete and accurate. I assume responsibility for knowing and following course prerequisites, co-requisites, program requirements, and payment obligations.

Student Signature _____ Date _____

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. **Políticas Antidiscriminatorias:** Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

UPDATED April 2021