



## Additional Instructions for Completing the Form

### **To Register and/or Add a Course:**

1. Complete Part I and Part II.
2. Take the complete form to the Admissions and Records Office (Moyar Hall, Room M101, Chester Campus; Administration Building, Room B106, Midlothian Campus).
3. If you pay in person, please retain your receipt. You may pay online.
4. If you are receiving financial aid, you do not have to obtain a receipt.

### **To Drop or Withdraw from a Course:**

1. Complete Part I and Part III.
2. Take the completed form to the Admissions and Records Office. You cannot withdraw using the online system.

### **Important Reminders:**

1. During the withdraw without academic penalty period, your official withdrawal date is the date the form is received in the Admissions and Records Office.
2. You should keep your copy of all registration/add/drop transactions until you have received your official grade report for the semester.
3. Please submit any address changes to the Admissions and Records Office either in person or in writing.