

Drop (to receive a “W” grade) form

Student: using the DROP/ADD form

Email it to your instructor or advisor

- Fully complete the top and “drop” portion of the Drop/Add form.
- Include the course name and code.
- Include the reason why you want to drop/withdraw from the course
- Virtually “sign” by adding your name on the student signature line.
- Date it.
- Save it.

Faculty/advisor: your approval is required

Email it (instructions below)

- Virtually “sign” by adding your name on the instructor signature line.
- Date it.
- Save it.
- For forms with multiple courses, email back to student for next signature.
- Forms which require just one signature, email to success@pccc.edu

CSS: your approval is required

Email it to Registrar@pccc.edu

- Virtually “sign” by adding your name on the Dept. Chair signature line
- Date it.
- Save it.



Passaic County Community College

Drop / Add Form

Instructions: Use this form to drop and add courses. Students cannot change their decisions once submitted.

Note: Click here for more information on how to complete the form.

First Name

Last Name

Student ID

Term

DROP

ADD

Course #

Section #

Instructor Signature

Course #

Section #

Instructor Signature

By printing my name below, I acknowledge that I assume academic and financial responsibility for any changes to my registrations.

Advisor Signature

Student (Print Name)

Reason for dropping course(s)

Registrar

Date