



REGISTRATION FORM: Must be submitted in person

Student ID: _____ Term: _____
Name: _____ Birth date: _____
Last First Middle

☐ Check here for change of address; complete address/telephone information only if new information

Mailing Address: _____
Street City State Zip

Billing Address: _____
Street City State Zip

Day Telephone: _____ Evening Telephone: _____

☐ Check here to request the Mazama Gym Pass (\$16/quarter).
Note: If you are taking an HHP activity class, you do not need to request this pass; it is included as part of your class fees.

ADD:

Course Number	CRN (Course Ref Number)	Course Title	Cr	Instructor Signature (expires two days from date signed)	Date Signed

AUDIT: AUDITED CLASSES ARE NOT ELIGIBLE FOR FINANCIAL AID.

Course Number	CRN (Course Ref Number)	Course Title	Cr	Instructor Signature (expires two days from date signed)	Date Signed

DROP: If you do not drop by the appropriate dates, you may be charged tuition and late fees and issued a grade.

Course Number	CRN (Course Ref Number)	Course Title	Cr	Instructor Signature (only required after 7 th week)	Date Signed

Student Signature, attesting that all information above is true

Advisor Signature (Required only at first registration or if student has an advising hold)

SIGNATURES:

- Submit this form to Enrollment Services within **two (2) days** of obtaining any required signatures. Do not leave form with instructor to forward to Enrollment Services.
- Instructor's signature is required:
 - to add the class beginning at 7:00 am on the morning of the first class session
 - to be added from a wait list
 - for each class with an asterisk (*) in the schedule
 - for each class dropped after the seventh week of the term.
- Persons submitting forged documents are subject to disciplinary action.

FEES:

- A \$30 late registration fee is assessed for each "add" form submitted beginning the third week of the term.

ADD/DROP DEADLINES:

- PART-TERM COURSE deadlines/refunds are different from full-term courses. Refer to COCC's website or Catalog for information.
- FULL-TERM COURSE TUITION REFUND: If students drop a full term course by the second Friday of the term, a 100% tuition refund will be granted; no refund thereafter. Any debt owed the College will be processed against your refund first, with the net balance remitted to you. The date this form is submitted to Enrollment Services will determine the official drop date.
- Through the end of the seventh week of the term, courses may be added, the audit/credit status may be changed, or courses may be dropped with no grade given.
- After the seventh week of the term, a drop form requires instructor signature and a "W" grade will be given.
- After the Wednesday before finals week, no change of registration will be accepted without an approved petition.