



STUDENT I.D. 	LAST NAME	FIRST	MIDDLE INITIAL	TERM
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PETITION FOR CLASS ADD(S) PROCESSED SAC SCC CLERK'S INITIALS _____

SECTION NO.	UNITS	COURSE TITLE	INSTRUCTOR'S SIGNATURE

ADDS
OFFICE USE ONLY

SAC

STUDENT SIGNATURE _____ / DATE _____

SEE REVERSE FOR WITHDRAWAL POLICY

PRESS FIRMLY — USE PEN

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE





SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE OFFICE OF ADMISSIONS AND RECORDS

POLICY ON WITHDRAWAL FROM CLASSES OF THE COLLEGE

- A STUDENT MUST DROP WITHIN THE FIRST TWO WEEKS OF INSTRUCTION FOR FALL AND SPRING SEMESTER FULL TERM CLASSES, AND BY THE FIRST DAY OF THE COURSE FOR SPRING INTERSESSION/SUMMER SESSION TO AVOID FEE CHARGES OR TO REQUEST A REFUND.
- A STUDENT WHO CANNOT CONTINUE IN A COURSE(S) HAS AN OBLIGATION TO OFFICIALLY WITHDRAW ONLINE. FAILURE TO COMPLETE AN OFFICIAL DROP MAY RESULT IN A “F” OR OTHER LETTER GRADE.
- A STUDENT WHO OFFICIALLY WITHDRAWS ONLINE THROUGH FRIDAY OF THE 12TH WEEK (FOR FULL SEMESTER COURSES) WILL RECEIVE A GRADE OF “W”. A COURSE LESS THAN A SEMESTER MUST BE DROPPED BEFORE 75 PERCENT OF THE COURSE HAS EXPIRED.

KEEP ALL RECEIPTS UNTIL THE END OF THE SEMESTER.

