

STUDENT ID

LAST NAME

FIRST

MIDDLE

TICKET NO.

COURSE TITLE

SEMESTER

WRITE IN SHADED AREA ONLY. USE PEN.

**INSTRUCTOR CLASS  
CHANGE FORM**

Santiago Canyon College • Santa Ana College

TODAY'S DATE

TYPE OF COURSE:

FULL  
SEMESTER8  
WEEKSLESS THAN  
8 WEEKSOPEN EXIT  
ENTRY

OTHER

**CHANGE OF STUDENT STATUS BLOCK**

CLASS ADD FOR REINSTATEMENT

NO SHOW (NEVER ATTENDED)

EXCESSIVE ABSENCE DROP

From

Ticket #

CLASS TRANSFER

To

Ticket #

CHANGE OF UNITS

DATE STUDENT DROPPED  
BY INSTRUCTOR

MONTH

DATE

CHANGE UNITS  
FROM TO

STUDENT SIGNATURE REQUIRED AFTER CENSUS DATE

27305

Clerk's Initials \_\_\_\_\_

Processed at:  SAC  SCC

INSTRUCTOR'S SIGNATURE

STUDENT'S SIGNATURE

## **NOTICE**

**ALL INSTRUCTOR INITIATED WITHDRAWALS MUST BE SUBMITTED TO THE ADMISSIONS/RECORDS OFFICE BY THE WITHDRAWAL DEADLINE DATE PRINTED AT THE TOP OF YOUR CLASS ROSTER.**

**STUDENTS WHO HAVE WITHDRAWALS SUBMITTED BEFORE THE DEADLINE DATE WILL BE ISSUED "W's" AS A FINAL GRADE. INSTRUCTORS WILL NOT BE ABLE TO ASSIGN "W" GRADES ON THE FINAL GRADE REPORT FORM.**