Southwest Virginia Community College
Inspire • Transform • Strengthen

Southwest Virginia Community College

Admissions Office
PO Box 1101, Richlands, VA 24641
Telephone: 276.964.7238 Fax: 276.963.3450

EOE/AA

Save to computer/phone, complete and email to admissions@sw.edu from STUDENT EMAIL ONLY

REGISTRATION – ADD/DROP FORM

Semester: ____ **Fall** ____ **Spring** ____ **Summer, 20** ____ **Plan/Major:** _____

Name: _____

Emplid: _____ **Phone No:** _____

If you are a financial aid recipient dropping classes, we recommend that you check with the Financial Aid Office to determine the effect on your financial aid award.

COURSES TO DROP: **COURSES TO ADD:**

CLASS NUMBER	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	CR	GRADE	AUDIT (X)	CLASS NUMBER	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	CR

_____ _____

Student Signature **Date** **Advisor/Counselor/Instructor Signature** **Date**

Request for Enrollment Exception(s):	**Approval Signature(s) and Date:**
Unit Load (19 to 22 Credits)	**Division Dean**: _____Date: _____
Unit Load (23+ Credits)	**VP Instruction**: _____Date: _____
Permission to Audit Course	**Instructor**: _____Date: _____
Course Repeat (3rd or more attempt)	**Division Dean or VP Instruction**: _____Date: _____
Requisites Override	**Division Dean**: _____Date: _____
Time Conflict	**Division Dean**: _____Date: _____

Revised 9/17