



**SOUTHWEST**  
TEXAS ★ COLLEGE

# DUAL ENROLLMENT ADD/DROP REQUEST

## OFFICE OF ADMISSIONS/REGISTRAR

CHANGES WILL NOT BE PROCESSED UNTIL THIS FORM IS SUBMITTED TO THE ADMISSIONS/REGISTRAR OFFICE

SCHOOL NAME: \_\_\_\_\_

SWTX I.D.: \_\_\_\_\_ DOB: \_\_\_\_\_

LAST NAME

FIRST NAME

MI

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

### SCHEDULE CHANGES

#### DROP COURSE(S)

#### ADD COURSE(S)

PLEASE VERIFY CHANGES

Subject	Number	Section	Credits	Subject	Number	Section	Credits

☐ DROP

☐ ADD

☐ COMPLETE WITHDRAW

#### REASON FOR DROP/WITHDRAW:

☐ Academic Difficulties

☐ Excessive Absences

☐ Transfer

☐ Financial Difficulties

☐ Schedule Conflicts w/Work

☐ Military Duty

☐ Medical Issues

☐ Death of Family Member

☐ Online Issues

☐ Block Withdrawal

☐ Withdrew from School

☐ Instructor Request

☐ No Qualifying Scores

☐ Other \_\_\_\_\_

The **OFFICIAL EFFECTIVE DATE** for any add, drop, or withdrawal is the date entered below by the Admissions/Registrar Office.

Please keep a copy of this form until final grades are posted and/or appropriate refund is received.

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL COMPLETED FORM TO: [dualcredit@swtxc.edu](mailto:dualcredit@swtxc.edu)

#### HIGH SCHOOL OFFICE USE ONLY

#### FOR ADMISSIONS/REGISTRAR OFFICE USE ONLY

HIGH SCHOOL OFFICIAL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SWTX OFFICIAL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_