



Students: fill out Section 1 and Section 2 and return the completed form, signed by instructor(s) to CGCC Student Services

Section 1

CGCC Student ID# \_\_\_\_\_ - \_\_\_\_\_ Student Name \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Payment: Payment is due on the first Friday of the term unless other arrangements have been made with the Business Office. Students who add a class after the first Friday are expected to pay at the time of registration, or to make a payment plan with the Business Office.

Section 2

Course(s) Added

Table with 5 columns: Term/YR, CRN, Course Name, Late Registration Reason, Instructor Signature. Row 1: Fall 2015, 1085555, Art 253: Ceramics, Added a class in week 2, Bob Ross

A note about financial aid: Any change to your enrollment level (the number of credits you are taking) may change your financial aid status. If you are receiving financial aid, you may also have to complete additional paperwork for the financial aid office. Contact financial aid for help with this process.

Section 3

This section for Institutional use only.

Approved Denied Added by \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial or other notes: \_\_\_\_\_