

# Adding/Dropping/Withdrawing from Courses Petition

Please read the information provided with this petition carefully and fill out this form in its entirety.  
BTI or Semlink courses cannot be added using this form; they must be added on special forms available in the Registration and Semlink Offices respectively.

Name \_\_\_\_\_ GCTS ID # \_\_\_\_\_ Date \_\_\_\_\_ GCTS Box # \_\_\_\_\_

Degree(s) \_\_\_\_\_ Telephone \_\_\_\_\_ GCTS Email Address \_\_\_\_\_  
(All educational information can only be sent to GCTS email addresses)

Course Added (Course Numbers and Sections REQUIRED)	Term (e.g., Fall 2008)	Course Dropped/Withdrawn (Course Numbers and Sections REQUIRED)	Term (e.g., Fall 2008)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
International Student Coordinator Signature (Required for F-1 Visa Students Only)

**Your petition should be processed within two business days. Please log into your Student Portal (in CAMS) to ensure that all changes have been made correctly. If you notice any problems, please notify the Registration Office immediately (registr@gcts.edu).**

\_\_\_\_\_  
Student Signature (WRITTEN SIGNATURE REQUIRED — TYPED "ELECTRONIC" SIGNATURES WILL NOT BE ACCEPTED.)

# Policies for Adding/Dropping/Withdrawing from Courses

**Deadline for ADDING/DROPPING courses:**

- Consult the Academic Calendar in the *Student Handbook* (and in the Friday AM) for the Add/Drop deadlines for each session.

**Fees for ADDING courses:**

- Adding a course after the Add/Drop period will incur an improper registration fee.

**Deadline for WITHDRAWING from courses:**

- Please check the *Student Handbook* for details and the Academic Calendar for withdrawal deadlines and tuition refund dates. The amount of tuition refunded (if any) will depend on the date this form is submitted to the Registration Office.
- When a course is withdrawn after the Add/Drop period (see Academic Calendar), a 'W' (withdrawn) will appear on the transcript.

**Refunds:**

- When you are WITHDRAWING from a course and requesting a tuition refund that differs in amount from that allowed under current policy (check the Academic Calendar and *Student Handbook* for refund policy), please complete a General Petition form.