

EASTERN GATEWAY COMMUNITY COLLEGE

STUDENT SCHEDULE CHANGE REQUEST FORM

LAST NAME *	FIRST NAME *	MI
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SEMESTER	YEAR
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STREET ADDRESS *

EGCC STUDENT ID

CITY *	STATE *	ZIP *	COUNTY *
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TELEPHONE

*** IF YOUR NAME OR ADDRESS HAS CHANGED YOU MUST NOTIFY AN ADVISOR FOR BILLING PURPOSES**

ADVISOR'S NAME

DROP

Course Number	Section	Credit
TOTAL CREDITS DROPPED		

WITHDRAWAL

Course Number	Section	Credit
TOTAL CREDITS WITHDRAWN		

ADD

Course Number	Section	Credit
TOTAL CREDITS ADDED		

AUDIT

Course Number	Section	Credit
TOTAL CREDITS AUDITED		

By checking this box, I verify that I have consulted financial aid and/or take full responsibility for the effect this schedule change may have on my account.
 By signing this form, I acknowledge that I understand all regulations and policies regarding enrollment at Eastern Gateway Community College which can be found in a current catalog or at www.egcc.edu.

	ORIGINAL CREDITS	STUDENT SIGNATURE	DATE
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	ADJUSTED CREDITS	ADVISOR SIGNATURE	DATE
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STUDENT RECORDS VERIFICATION	DATE
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USING SCHEDULE CHANGE FORMS

Students complete forms by contacting Student Records or the Admissions Office. Date verified by Student Records is the effective date for: drop, add, withdrawal, audit and refund deadlines.

For Advisor Use Only: _____

THIS SIDE TO BE COMPLETED ONLY BY STUDENTS WHO WILL BE RECEIVING FUNDING FOR COURSES THROUGH THEIR HIGH SCHOOL.

PART A- CCP ONLY- TO BE COMPLETED BY AUTHORIZING HIGH SCHOOL OFFICIAL

1. Number of periods in the school day (excluding lunch)
(Schools on block or tri-mester schedules, this number should be 8.) _____
2. Number of Carnegie Units to be taken at the high school (for the entire school year) _____
3. Maximum number of Carnegie Units eligible for Postsecondary participation (line #1 minus line #2) _____
4. Maximum number of college hours eligible for Postsecondary participation
(multiply line #3 times 5* for semester hours) (*1 Carnegie Unit equals 5 semester hours) _____
5. Current college hours enrolled _____
6. Remaining college hours eligible for participation (line #4 minus line #5) _____

PART B – HIGH SCHOOL CONSENT

Students who are still in high school may be admitted to the College as Early Enrollment students (1) if they will have completed their sophomore year of high school by the date of enrollment, and (2) if they receive endorsement of their high school principal or his/her designee.

By signing below, I grant approval for this student to enroll into the course(s) I have listed on the other side of this form.

Signature of home school principal or designee to indicate permission granted: _____

Please Print Name: _____ Date: _____

Signature of vocational school principal or designee to indicate permission granted: _____

Please Print Name: _____ Date: _____

PART C – PARENT/GUARDIAN CONSENT:

I understand and consent to my child taking a college course(s) listed on the other side of this form and to the terms of this form recognizing that this course(s) is the beginning of my son's/daughter's permanent college record. I also grant permission to Eastern Gateway Community College to release my son's/daughter's academic transcript, Option B only, to high school officials. I also understand that the College cannot release information to me about my son/daughter without a signed release of confidentiality form on file.

I understand that the college collects my child's Social Security Number as a means to document citizenship only and that an institutional identification number will be assigned for identification purposes. If my child does not supply a SSN I understand that I must then supply a copy of my child's birth certificate.

In addition, I accept that I may be financially responsible for payment related to tuition and books for course/s not successfully completed by my child as determined by the school district.

Signature of Parent/Guardian: _____ Please Print Name: _____ Date: _____

PART D – STUDENT CONSENT:

I understand that the following applies to enrollment/completion of Eastern Gateway Community College course(s):

1. College credit is based upon successful completion of course(s).
2. Course(s) may also serve as a substitution for senior high school courses and may be required to meet high school graduation requirements. (A "D" grade may not fulfill high school graduation requirements.)
3. A "D" grade may not be acceptable as "successful completion" in college programs or as transfer credit. (A "D" or "F" grade will affect college grade-point average at most colleges.)
4. As a college student, I have responsibility for monitoring my academic progress and for consulting with my high school counselor, college counselor and instructor should problems arise which could affect successful completion of the course.

I understand and agree to the above requirements for this course(s). In addition, I authorize Eastern Gateway Community College to release information about attendance records, academic progress and official final grades to the designated high school personnel. If over the age of 18, a signed release of confidentiality form must be signed for parent access to all records.

Signature of Student: _____ Please Print Name: _____ Date: _____

PLEASE NOTE: It is the responsibility of the student to make written arrangements with Eastern Gateway Community College's Records Office for the transfer of earned credit to other colleges. Early Enrollment students are considered non-degree students and are not eligible for Financial Aid.