Registration/Add/Drop Form

Student's Last Name ________________________ First ________________________ Middle Initial ____________

Student ID# ________________________ Current Phone Number ________________________ Date ____________

☐ Fall ☐ Spring ☐ Summer Academic Year 2016/2017

If you are currently attending another college, please specify:
Will you be transferring Edison Credits back to this college at the end of this term? ☐ YES ☐ NO

### To ADD Class(es)

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<th>Section</th>
<th>Term</th>
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<th>Term Start</th>
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Total Credit Hours ________  * Audit (fees apply; no academic credit for audited courses)

### To DROP Class(es)

Why are you dropping this course(s)?
☐ Schedule/section change
☐ Registered for too many hours
☐ Conflict with work
☐ Dissatisfaction with instructor
☐ Change of major/interest
☐ Childcare/family conflict
☐ Demands of the class were too great
☐ Transportation problems
☐ Financial problems
☐ Other ________________________

Advisor/Instructor Notes:

Advisor’s Signature ________________________ Date ____________

(Advising recommended for all students: advisor signature required for College Credit Plus, TechPrep and Academic Probation students)

I understand that by registering for the above classes I am responsible to pay for these classes unless I officially drop them during the 100% refund period as published in the College catalog.

Student’s Signature ________________________ Date ____________

IMPORTANT NOTES
- If you are a new student, complete an Application for Admission before attempting to register.
- If you are a PSEOP, TechPrep, or Academic Probation Student, you must secure an advisor’s signature on this form in order to register.
- For an advising appointment, call 937-778-7850.
- Transient students must attach proof of pre-requisites to the registration form.
- Any registration submitted after mail-in due date must include payment. Checks should be made payable to Edison Community College.

HOW TO REGISTER
- Because we cannot confirm your identity, no registration activity will be accepted by phone.
- Online by pointing your browser to http://www.edisonohio.edu/webadvisor/
- In Person at the Piqua or Darke County Campuses
- Through Email* by printing, signing, scanning, and emailing this form to registration@edisonohio.edu. If you are a current Edison student, you must use your @edisonohio.edu email address.
- By Fax* to 937-778-4692
- By Postal Mail* to the Edison campus you attend. Addresses are available at the top of this form.

* Registrations received by email, fax, or postal mail may be delayed in processing. To avoid these delays and ensure your course preferences are granted, register online or in person.
Registration Procedures

(Register for classes in Web Advisor or Student Affairs (Room 160)

First time students

- Before you register for classes you must complete an application for admission and satisfy other admissions requirements. Call 937-778-8600 for information or inquire in Student Affairs, Room 160.

General Information

- Select classes with help of an advisor or faculty member. Obtain the advisor’s signature if you are receiving or expect to receive financial aid or veteran’s benefits.

- Print clearly the department, number, section, and term code. (These numbers are available in WebAdvisor Example:

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- Students registering for an ONLINE class must demonstrate online-learning readiness through the XLN 100S Online Workshop or prior success in online courses.

- Consortium registrations must be approved by the Registrar. Registration for guest students will be during the week before the term starts.

- Senior citizens who plan to request tuition waiver may register for an “audit” during the week before the term starts.

- Registration is complete when payment is made or arrangements for payment have been made.

- To drop or withdraw from a class, log in to WebAdvisor – Students - Register and Drop Sections. Select the course you wish to drop or withdraw from and submit.

Special dates you need to know

Look in the current “Academic Catalog” or check with your advisor or Student Services (Room 160) for these dates:

- Registration opens
- Payment due for unpaid registrations
- Last date to register
- Last date for refund
- Last date to officially withdraw
- Starting dates for irregularly scheduled classes
- Deferred payment dates