

EMAIL - Registration Add/Drop/Withdrawal Form



Student's Last Name _____ First _____ Middle Initial _____

Student ID# _____ Current Phone Number _____ Date _____

Fall Spring Summer Academic Year **2020/2021**

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

	Dept	Number	Section	Term	Hr	Days of Week	Time Start	Time Stop	Date Start	Date End
1										
2										
3										
4										
5										
6										
EX	ENG	121S	001FS	2020SS	3	M and W	12:00	1:45	01/19/2021	05/15/2021

To DROP Class(es)

	Dept.	Number	Section	Term	Hr	Why are you dropping this course(s)?	Advisor/Instructor Notes:
1						Please mark all that apply. <input type="checkbox"/> Schedule/section change <input type="checkbox"/> Registered for too many hours <input type="checkbox"/> Conflict with work <input type="checkbox"/> Dissatisfaction with instructor <input type="checkbox"/> Change of major/interest <input type="checkbox"/> Childcare/family conflict <input type="checkbox"/> Demands of the class were too great <input type="checkbox"/> Transportation problems <input type="checkbox"/> Financial problems <input type="checkbox"/> Other _____	
2							
3							
4							
5							

Advisor's Signature _____ Date _____

(Advising recommended for all students; advisor signature required for students on academic probation)

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 _____

PIQUA 937-778-8600
 GREENVILLE 937-548-5546
 EATON 937-683-8169
 TROY 937-778-1811

REGISTRATION ---- FOR OFFICE USE ONLY		
By	Date	Received By Email

IMPORTANT NOTES

- If you are a new student, complete an Application for Admission before attempting to register.
- If you are on Academic Probation, you must secure an advisor's signature on this form in order to register.
- If you are a CCP student, please use the CCP registration form.
- For an advising appointment, call 937-778-8600.
- Transient students must attach proof of pre-requisites to the registration form.
- Any registration submitted after payment due date must include payment. Checks should be made payable to Edison State Community College.

HOW TO REGISTER

No Registration is accepted by phone.

This form is designed to be submitted by email.
 Return this completed form to registration@edisonohio.edu.
 If you are a current Edison State student, you must use your edisonohio.edu email address.

You may also register in the following manners:

Online:

<https://selfservice.edisonohio.edu:8173/Student/Account/Login>

By Postal Mail:

By Fax to 937-778-4692

EdisonState Community College
 Attn: Student Services
 1973 Edison Dr.
 Piqua, OH 45356

Note: Compared to Online Registering, registrations received by email, fax, or postal mail may be delayed in processing.

Registration Procedures (Register for classes in Web Advisor, or at any of the campuses)

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.
- Current students can register for most courses through *MyESCC*: <https://selfservice.edisonohio.edu:8173/Student/Courses>
- If *MyESCC* registration is not available, present your schedule request to Student Services on any campus or email to registration@edisonohio.edu
- Print clearly the department, number, section, and term code on the reverse of this form. (These numbers are available in *MyESCC*.)
- Online-learning readiness must be demonstrated prior to taking online courses.
- Registration is complete when payment or arrangements for payment have been made.
- To drop or withdraw from a class, log in to **MyESCC**. Select the course you wish to drop or withdraw from and submit. You may also withdraw from classes at any campus or by sending this registration form as instructed on the front page.

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.

Senior Citizens

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

SOCHE Cross-Registration

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

Special Dates Reminder

Look in the online Academic Catalog 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