

Registration Add/Drop/Withdrawal Form



Student's Last Name _____ First _____ Middle Initial _____

Student ID# _____ Current Phone Number _____ Date _____

Fall Spring Summer Academic Year **2018/2019**

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

PIQUA 1973 EDISON DRIVE PIQUA, OH 45356 937-778-8600
 DARKE COUNTY 601 Wagner Ave Greenville, OH 45331 937-548-5546

REGISTRATION ---- FOR OFFICE USE ONLY			
By	Date	Piqua Campus	
		Darke Co. Campus	
		Mail-in	
		E-mail	
		Fax-in	

To ADD Class(es) If addition or change to existing schedule, check here <input type="checkbox"/>																	
	Dept	Number	Section	Term	Hr	Aud*	M	T	W	Th	F	Sa	Su	Time Start	Time Stop	Term Start	Term End
EX	ENG	121S	001SS	2018FS	3		X		X		X			12:00	1:45	8/27/18	12/15/18
1																	
2																	
3																	
4																	
5																	
6																	
7																	

Total Credit Hours _____ * Audit (fees apply; no academic credit for audited courses)

To DROP Class(es)						Why are you dropping this course(s)? 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 _____	Advisor/Instructor Notes:
	Dept.	Number	Section	Term	Hr		
1							
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 _____

- ### 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
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 State student, you must use your @edisonohio.edu email address.

By Fax* to 937-778-4692

By Postal Mail* to the Edison State 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, Student Affairs (Room 160), or the Darke County Campus)

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 *WebAdvisor – Students – Search/Register for Classes*.
- If WebAdvisor registration is not available, present your schedule request to Student Services on either campus or mail to Registrar.
- Print clearly the department, number, section, and term code on the reverse of this form. (These numbers are available in WebAdvisor.)
- 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 *WebAdvisor – Students - Register and Drop Sections*. Select the course you wish to drop or withdraw from and submit. You may also withdraw from classes at either campus.

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 an "audit" during the week before the term starts.

Consortium Students

- Consortium 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 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