



Orange Coast College
 PO Box 5005, Costa Mesa, CA 92628-5005
Student Course Withdrawal Form

 DATE

 STUDENT IDENTIFICATION NUMBER

 LAST NAME

 FIRST NAME

 MI

CLASSES TO BE DROPPED:

SECTION NUMBER (S)

(FILL IN THE 4 DIGIT SECTION NUMBER IN THE SPACES PROVIDED)

Section Number				Course Name

Section Number				Course Name

Section Number				Course Name

Section Number				Course Name

Section Number				Course Name

Section Number				Course Name

 STUDENT SIGNATURE

It is the student's responsibility to officially withdraw through the Student Records Office if he/she wishes to drop the class. Although instructors may request the withdrawal of a student from a course for absences, it is NOT the instructor's responsibility. Students who never attend a class or stop attending a class at any time, MUST officially withdraw, according to stated deadlines, by contacting the Student Records Office either in person, by mail or by using the Touch-tone System. Failure to withdraw may result in a fee obligation and/or an "F" or "NC" grade. **Withdrawal requests submitted by mail must be postmarked by the appropriate stated deadlines.** Students are responsible for verifying that their withdrawal has been received in the Student Records Office by the deadline in order to avoid fee obligation and grade penalties. *Please contact the Student records Office for deadline dates on odd starting/ending courses.

Attention Financial Aid Students: If you drop all of your classes before a certain date, you may owe the Federal Government money. Please contact the Financial Aid Office for specific dates.

Mail to:
 Orange Coast College, Student Records, 2701 Fairview Road, P.O. Box 5005, Costa Mesa, CA 92628-5005

For Office Use Only: Date _____ Postmark _____ Initials _____
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