



# Orange Coast College

## Student Course Withdrawal Form

DATE \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

MI \_\_\_\_\_

CLASSES TO BE DROPPED:

COURSE REFERENCE NUMBERS (FILL IN THE 5 DIGIT COURSE REFERENCE NUMBERS IN THE SPACES PROVIDED)

Course Reference Number

Course Name \_\_\_\_\_

Course Reference Number

Course Name \_\_\_\_\_

Course Reference Number

Course Name \_\_\_\_\_

Course Reference Number

Course Name \_\_\_\_\_

Course Reference Number

Course Name \_\_\_\_\_

Course Reference Number

Course Name \_\_\_\_\_

Year

Term

STUDENT SIGNATURE \_\_\_\_\_

It is the student's responsibility to officially withdraw through the Enrollment Center 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, by the State Mandated deadlines, via MyOCC or by contacting the Enrollment Center either in person, by mail. Failure to withdraw may result in a fee obligation and/or an "F" or "NP" grade. **Withdrawal requests submitted by mail must be postmarked by the State mandated deadlines.** Students are responsible for verifying that the withdrawal has been received in the Enrollment Center by the deadline in order to avoid fee obligations and grade penalties. \*View your Student Class Program/Web Schedule Bill via MyOCC for all withdrawal dates.

**Attention Financial Aid Students: Do not drop all of your classes before checking with the Financial Aid Office. If you do drop your classes, you may be responsible for paying a portion of your student financial aid back to the federal government. Please contact the Financial Aid Office for specific dates. Email: [occfinaid@occ.cccd.edu](mailto:occfinaid@occ.cccd.edu)**

Mail the completed withdrawal request to:

Orange Coast College  
ATTN: Enrollment Center  
P.O. Box 5005  
Costa Mesa, CA 92628-5005

For Office Use Only:

Postmark Date \_\_\_\_\_ Rcvd by \_\_\_\_\_  
Initial