



NORTHEAST STATE

We're here to get you there

Office of Admissions and Records

Request to Drop/Add Courses

P. O. Box 246
Blountville, TN 37617
423.323.0253/800.836.7822
423.323.0215 (fax)

INSTRUCTIONS

1. Student must complete form. Failure to follow this procedure may result in a grade of "F" being assigned for each course for which the student is registered. **Failure to attend class does not constitute a drop.**
2. Submit the completed form to the Office of Admissions and Records.

IMPORTANT: The date this form is received in the Office of Admissions and Records will be the effective date for calculating any refunds. The refund dates and drop/add/withdrawal dates are published in the semester Schedule of Classes.

Area Code Telephone Number Semester Year Student ID Number

Last Name		First Name		Middle Name
ADD	CRN/Course	Audit		FOR ADMINISTRATIVE USE ONLY
1.	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Processed By _____ Date _____ NeSCC - 3 84-084 Rev 02/19
2.	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5.	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				DROP
				CRN/Course

I authorize the action requested above:

Student's Signature _____

Date _____