

New Hampshire Community Technical College –Stratham

Office of the Registrar Drop/Add Form

Name: _____ Major: _____
 (Please print)

SS#: _____ VA: _____ Yes _____ No _____

Drop:

C.R.N.#	Course Number	Course Title	Instructor's Signature	Grade (WP/WF/W)

Add:

C.R.N.#	Course Number	Course Title	Instructor's Signature

Comments/Reasons for Dropping: _____

Academic Dean/Advisor's Signature: _____

Registrar's Office: _____ **Date:** _____

I understand by registering for courses at NHCTC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

Student's Signature

Withdrawal Checklist

In the college's effort to gather information to support retention and quality improvement, we ask that you respond to anonymous withdrawal survey. Please return this with your withdrawal form. Responses will put into a separate envelop to assure anonymity. Thank you.

Please check all items that apply to your reasons for withdrawal.

Course(s) you are withdrawing from is: Date of Withdrawal _____

- 16 weeks long
- Late start 12 week
- 1st 8 week course
- 2nd 8week course
- Online

Reasons for Withdrawal

- Didn't have the pre-requisite for the course
- Didn't feel prepared for the level of work
- Not comfortable with online learning format
- Course required too much work
- Course wasn't as expected
- Instructor's style was not a good fit for me
- Changed Major
- Course not required for program of study
- Course won't transfer as expected
- Transferred in an equivalent course
- Transfer to other college
- Work Schedule change
- Too heavy a course load with other responsibilities
- Financial Challenges
- Transportation issues
- Relocation
- Other personal issues
- Other _____

Comments _____

