

Add/Drop Form vol 1.2

LD 2/23/11 rev.

Location: Policy Manual, Admissions and Records Office, website:

Governance/Policies/academic/Add-Drop Form

ADD/DROP and Change/Withdrawal of Program FORM Rudolf Steiner College

ATTENTION: Make sure you read the academic regulations and policies on the reverse side of this form. Students are financially responsible for any payment owed to Rudolf Steiner College as a result of adding or dropping courses.

First, Middle, Last Name (please print)	Semester/year	Program
Email	Telephone	

ADDING/DROPPING -- send to Registrar's Office

For dropping course(s) (circle D) Attach a separate page if more lines are needed.

For adding course(s) (circle A)

	Course Number	Course Title/Program	Credit hrs	Instructors Signature <small>for adding a course only</small>
A	_____	_____	_____	_____
D	_____	_____	_____	_____

To be completed by Program Director:

Will this change affect the student's date of graduation? _____ Expected graduation date _____

Please explain: _____

Program Director's Signature _____ Date _____

CHANGE/WITHDRAWAL – send to Admissions Office before enrolling in new program.

___ I am CHANGING programs. I was in _____ program; last date _____

I am enrolling in _____ program/Year _____; beginning date _____

Applying to another program may require a new Program Application and more tuition. Please contact the program director and submit an evaluation of the courses you will take to graduate if you are in a Waldorf Teacher Education Program (highlighted schedules are fine). No refund or new contract can be made without this evaluation. You have 30 days to submit this evaluation to Admissions or late fees of \$100/week apply for attending a program without registering.

Program Director's Signature _____ Date _____

___ I am WITHDRAWING. Last date of attendance _____ Will you return at a later time? _____

Reason for w/drawing _____

Program Director's Signature _____ Date _____

I have read the policy/procedures detailed on this form, including the reverse side.

Student's Signature _____ Date _____

For office use only: ___ Registrar's Office ___ Admissions Office

Date received _____ Date Processed _____ Initials _____

___ Copy to Finance/Admissions for review of student's financial obligations Date: _____

Rudolf Steiner College * 9200 Fair Oaks Blvd. * Fair Oaks, CA 95628

Admissions Office: 916 961 2047 or admissions@steinercollege.edu

Registrar's Office 916 961 8727 x 124 or nancy.walent@steinercollege.edu

Add/Drop Form vol 1.2

LD 2/23/11 rev.

Location: Policy Manual, Admissions and Records Office, website:

Governance/Policies/academic/Add-Drop Form

Rudolf Steiner College

ADD/DROP and Change of Program Procedure

Changing Your Schedule: What You Need to Know:

The programs of RSC are mostly formatted as a series of contiguous courses that must be completed in order to graduate. If it is necessary to make any changes, the student must officially inform the college as follows:

Dropping from a Course

A student must remember that dropping a course could jeopardize their ability (1) to stay with a cohort group in a program; (2) to receive scholarship funding which requires enrollment in a full program; and (3) to maintain international student status when a minimum of 12 units per semester is required. To drop a class:

- Check with the following offices that apply to you: Financial Aid (kim.hofer@steinercollege.edu), and/or International Student Advising (admissions@steinercollege.edu).
- Discuss the class you want to drop with the Program Director and have him/her sign the Add/Drop Form.
- Turn in the Add/Drop Form to the Registrar for processing.

If students just stop attending and do not officially drop or withdraw they will receive an NC (no credit). There are no refunds for withdrawals from a course, refunds are only offered for complete withdrawal of a program.

Adding a Course

Adding another course or switching one course for another course in another program:

- Discuss the course you want to take with your Program Director and the course instructor.
- Fill out the Add/Drop Form and have the Program Director and the instructor sign the form.
- Turn in the Add/Drop form to the Office of the Registrar for processing before the second day of class.
- If you register for more units than are in your program, you will be charged an additional fee per unit as described in the Tuition and Fee Schedule. Payment must be arranged before the second day of class.

Withdrawal from a program

Students may cancel their enrollment agreement at any time. Cancellation will be effective upon receipt of this form in the Admissions Office. Our refund policy is described on your Student Enrollment Contract.

Changing to another program

Changing programs may require going through the application process for that program. Adjustments to tuition and financial aid will need to be approved. Before any financial adjustments can be made you must SUBMIT an EVALUATION from your program director on how you will graduate, include how you will make up courses, and any requirement to re-take courses. You have 30 days to submit this evaluation to Admissions or late fees of \$100/week apply for attending a program without registering.

Where to get Add/Drop Forms: the Registrars Office. Any questions about this process may be directed to the Office of the Registrar at 916 961-8727 x 124 or nancy.walent@steinercollege.edu

Medical Withdrawals: All medical withdrawals that result in a “leave of absence” require documentation which must be submitted to the Program Director and/or Academic Dean for approval. Documentation will be kept in student records. Contact Admissions for a Leave of Absence form.

Fees:

A \$35 fee is required each time a change requires a new student contract or if the student adds or drops courses or programs more than once during a semester or session. Tuition changes automatically require a new student contract. In addition, fees for changing an RSC loan are also the responsibility of the student.

Rudolf Steiner College * 9200 Fair Oaks Blvd. * Fair Oaks, CA 95628

Admissions Office: 916 961 2047 or admissions@steinercollege.edu

Registrar’s Office 916 961 8727 x 124 or nancy.walent@steinercollege.edu