Spring 2013 DROP/ADD Form

Ashland Community & Technical College

Name _____ **Phone** _____ **DATE** _____

Student ID Number_____ **OR** Social Security Number_____

CHANGE OF CLASS SCHEDULE IS NOT OFFICIAL UNTIL THIS FORM IS SUBMITTED TO THE ADMISSIONS OFFICE.

CLASSES TO BE DROPPED							CLASSES TO BE ADDED			
Class Number	Course	Section	Credit Hours	Grade	Instructor's Signature		Class Number	Course	Section	Credit Hours

Are you withdrawing from ALL courses? ☐ **Yes** ☐ **No**

To whom have you spoken to about dropping this course? ☐ Instructor ☐ Advisor ☐ Counselor

Consortium/Concurrent Student ☐ **Yes** ☐ **No**

Are you moving? ☐ Yes ☐ No

IMPORTANT DATES

Last Day to Withdraw from a Class and receive a 100% Refund	**Friday, January 18, 2013**
Last Day to Withdraw from a Class and receive a 50% Refund	**Wednesday, February 6, 2013**
Last Day for Students to withdraw from a course WITHOUT Instructor's Signature	**Monday, March 4, 2013**
Last Day for Students to withdraw from a course for Spring 2013 Semester	**Friday, May 3, 2013**

Receiving Financial Aid ☐ Yes ☐ No _____
(Grants, Loans, etc.) Financial Aid Official

Receiving Veterans Benefits ☐ Yes ☐ No _____
VA or Fin Aid Officer

Original Hours Enrolled_____ Hours Remaining_____

_____ STUDENT SIGNATURE/DATE

_____ OFFICIAL COUNSELOR/ADVISOR SIGNATURE/DATE

Fee Assessment $_____

OFFICE USE ONLY

Date Received_____

Date Processed_____

Processed By_____

1400 College Drive
Ashland, KY 41101
606-326-2114

Equal Opportunity Employer & Education Institution

EARLY EXIT FORM

Our college wishes to assist you to continue, change or return to your current program. We value you, your hopes, and your possibilities. The purpose of this is to provide us with basic information that will help us improve and provide information about your immediate plans. Even though it is optional for you to complete this form, we encourage you to do so. Thank you for helping us do a better job.

1. Why are you leaving?
   a. Obtained a job
      - ☐ $6 - $9 per hour
      - ☐ $9 - $11 per hour
      - ☐ $12 - $14 per hour
      - ☐ over $18 per hour

   Is the job related to courses taken at the college ☐ Yes ☐ No

   Was your employment unsubsidized (not directly paid in whole or in part by funds provided under WIA or other public programs, eg. Welfare to Work)? ☐ Yes ☐ No

   b. Transferring to another educational institution
   c. Were not satisfied with college because (please check one or more):
      - ☐ of the instructor(s)
      - ☐ problems with the administration
      - ☐ coursework was too difficult
      - ☐ other
   d. Mandatory Placement
   e. Personal
   f. Family
   g. Transportation
   h. Financial
   i. Schedule Conflicts
   j. Child Care
   k. Relocation
   l. Medical

2. How would you rate your educational experience?
   a. Very Satisfied
   b. Satisfied
   c. Neutral
   d. Not Satisfied
   e. Very Dissatisfied