



UNIVERSITY COLLEGE OF THE CARIBBEAN

A Member of the Commonwealth & OAS Consortia of Universities

ADD / DROP COURSE FORM

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME																											
*MIDDLE NAME(S)																											
*LAST NAME																											
*I.D. #													EMAIL														
PHONE									(HOME)									(MOBILE)									(WORK)
CAMPUS(ES) ATTENDED									1									2									3
PROGRAMME REGISTERED FOR													DATE STARTED														
													mm					dd					yyyy				

SECTION 2 : COURSE INFORMATION

ADD COURSE				DROP COURSE			
	1				1		
	2				2		
	3				3		

SECTION 3 : SIGNATURE

*NAME _____ *SIGN HERE ►► _____ DATE mm / dd / yyyy

FOR OFFICIAL USE ONLY

AUTHORIZED BY			DATE		
	STUDENT SERVICES OFFICER	SIGNATURE	mm	dd	yyyy
COURSE FEE REQUIRED			AMOUNT PAID		
			RECEIPT #		
VERIFIED BY			DATE		
	STUDENT FINANCIAL SERVICES OFFICER	SIGNATURE	mm	dd	yyyy
ADDED COURSE LOCATIONS			ADDED COURSE TIMES		
	1		1		
	2		2		
	3		3		

INSTRUCTIONS

1. Complete form in duplicate.
2. Take Completed forms to Student Services Coordinator for authorization.
3. Upon receiving authorization in 2 above, take forms to the cashier along with the prescribed Repeat Course fee.
4. The cashier will return both forms stamped 'PAID', along with a receipt and an Admissions Passcard.
5. One copy of the form should be returned to the Student Services Coordinator to add your name to the class register.
6. The second copy, along with the Admission Passcard should be taken to every class and presented at the end of course examination.

NOTE: THE APPLICATION SHOULD BE SUBMITTED NO LATER THAN TWO WEEKS AFTER THE COMMENCEMENT OF CLASSES. DROPPED COURSES WILL NOT APPEAR ON THE TRANSCRIPT.