

Registration Change of Student Schedule

Richland Community College | One College Park | Decatur, Illinois 62521



Today's Date _____ ID Number _____

Name _____
Last First MI

Address _____
Street City State Zip Code

Phone Number _____ E-mail _____

New Information (Check all that apply)

- Name
- Address
- Phone
- E-mail
- Catalog Year
- Program/Concentration

Enroll Year _____ Enroll Semester _____ FA SP SU Program Code _____ Concentration _____ Catalog Year _____

Notes	Status	Course	Section	Time/Day	Last Day of Attendance		Credit Hours
	Add(A) Drop(D) Waitlist(W)				Reason for Drop (Code on Back)		
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
	A D W				LDA	Code	
<p>Students are responsible for planning an academic program that meets current requirements, including the appropriate sequencing of classes. The Catalog Year is instrumental in determining which set of requirements students must take. Students are responsible for meeting with their advisor before they register for classes to ensure intended courses meet program requirements. Students are responsible for the actions taken to register, drop, or add courses. This includes actions taken by registering online, by e-mail, phone, fax, or with an academic advisor.</p> <p>Student Signature _____</p>	<input type="checkbox"/> Complete Withdrawal from RCC Reason for Drop _____ LDA _____					TOTAL HOURS ENROLLED	
							Records Initials

Approved By _____ ID Number _____

R.1.12.A

Reason Codes for Dropping Courses

Code	Student	Code	Administrative/Faculty
AE	Advisor's Error	01	Academic Dismissal (Probation/Suspension)
CC	Course Not Challenging		
CD	Course Too Difficult	02	Advising Error
CM	Changed Major	03	Lack of Attendance
DC	Dissatisfied with Class	04	Cancelled Class
DI	Dissatisfied with Instructor	05	Changed Major
DS	Personal Schedule Conflict	06	Deceased
FI	Financial Concerns	07	Grade Concerns
GR	Grade Concerns	08	Contract Requirements Not Met
HE	Health Concerns	09	Never Attended
MO	Moving Out of District	10	Adm-NON-Pay
MS	Military Service	11	Technical Concerns
PE	Personal/Private Concerns	12	Prerequisite not met
RM	Religious Mission	13	Section Change
SC	Section Change		
VI	Technology Concerns		
WC	Work Conflict		
NR	I choose not to respond.		