DROPPING CLASSES: Refer to the Academic Calendar in the Schedule of Classes or your Class Schedule in Passport to determine the deadline dates for dropping a class with a refund, with no grade, or with a “W”.

**To DROP:**

* Completely fill out the DROP card.
* Sign the DROP card. (To drop a class an instructor’s signature is **NOT** required.)
* Take the DROP card to the Admissions and Records office.
* Be certain to bring your student ID or other photo identification.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Name:** | | |  | | | | | | | | **Student ID#:** |  | | |
| **Class Code:** | |  | | | **Dept. & Course #:** | | |  | | | | | **Units:** |  |
|  | | *i.e. 42045*  **DROP CARD** | | |  | | | *i.e. NUTR 010* | | | | |  | |
| **For the:** | Summer Fall Spring | | | | | **Term of:** | **20** |  | **College:** | Alameda  Berkeley  Laney  Merritt | | | | |
|  | | | | **Effective Date of DROP (Today’s Date):** | | | | |  | | | | | |
| **OFFICE USE ONLY** | | | |  | | **Student’s Signature:** | | |  | | | | | |
|  | | | | **IT IS THE STUDENT’S RESPONSIBILITY TO SUBMIT THIS DROP CARD TO THE CAMPUS ADMISSIONS AND RECORDS OFFICE.** | | | | | | | | | | |
| *Processed By* | | | |
| *Date* | | | | *Online Add Card Rev. 10/2011* | | | | | | | | | | |
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