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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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* |
|  |