

Stark State College

Gateway Student Services

6200 Frank Ave NW, North Canton, OH 44720
(330) 494-6170 | Fax-(330) 966-6598
www.starkstate.edu | studentservices@starkstate.edu



REGISTRATION SCHEDULE CHANGE FORM - ADD, DROP, OR WITHDRAWAL

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Review the information below to determine what approvals are needed.
2. Complete the form with your information and the information for the course(s).
3. Obtain any required approvals. This can be done face-to-face or via email.
4. Submit the completed form to Gateway Student Services for processing within five business days of the approval signature date. If you obtained email approvals, please attach them to the form.

APPROVALS NEEDED - BEFORE THE SEMESTER STARTS

Adding or Dropping a Course

- Students in good academic standing may complete the form and submit it – no approvals are needed.
- Students on academic probation must meet with their academic advisor to discuss schedule changes.

Auditing a Course

- The audit process must be completed before the first day of the course.
- Students are encouraged to take the prerequisite and/or co-requisite requirements listed.

APPROVALS NEEDED - AFTER THE SEMESTER STARTS

Adding a Course

- Before the first session – students must speak to a Gateway representative to obtain permission to add a course.
- During the first week of the semester – students will need permission from the instructor and the department chair.
- After the first week of the semester – students may not add classes that have already started.

Please note: Students must obtain permission from both the instructor and the department chair if a class is closed due to full enrollment.

Switching Course Sections

- Students must obtain permission from the instructor of the course being added and the department chair responsible for the course.

Dropping a Course

- During the first week of the course – students must obtain permission from the instructor, department chair, academic advisor, or a Gateway representative.
- After the first week of the course – students must obtain permission from the instructor, department chair, or academic advisor.

Please note: The person approving the withdrawal will discuss the reason with the student to ensure they are aware of all their options.

Please refer to the Student Handbook for more information on the registration deadline and academic withdrawal policies.

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please print in blue or black ink only

Student name: _____ Student Number: S00 _____ CCP Student

Enrollment Term/Year: Summer _____ Fall _____ Spring _____ Date of birth _____

This form must be submitted to Gateway Student Services for processing within five business days of the approval signature date.

Action	CRN	Subject	Number	Course Title	CrHr	Audit
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> WD						
Special Permission: <input type="checkbox"/> Pre-req override <input type="checkbox"/> Override seat limit <input type="checkbox"/> Re-register NA <input type="checkbox"/> Allow Repeat <input type="checkbox"/> Spec. Program App'd						
Approval Signature(s) Required for WD & Spec. Perms.					Date	

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Approval Signature(s) Required for WD & Spec. Perms.					Date	

The college reserves the right to cancel a course, divide a class, change the time, change instructors, and/or change tuition and fees when necessary. The student is responsible for any impact these changes may have on tuition costs, financial aid, and/or academic progress.

Student Signature _____

Date _____

Advisor Signature _____

Date _____

CCP Counselor _____

Date _____

FOR OFFICE USE ONLY

Processed Date _____

Initials _____