

# Registration Add/Drop/Withdrawal Form



Student's Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Fall  Spring  Summer Academic Year

If you are currently attending another college, please specify: \_\_\_\_\_

Will you be transferring Edison Credits back to this college at the end of this term?  YES  NO

To ADD Class(es)		If addition or change to existing schedule, check here <input type="checkbox"/>															
	Dept	Number	Section	Term	Hr	Aud*	M	T	W	Th	F	Sa	Su	Time Start	Time Stop	Term Start	Term End
EX	ENG	121S	001FS	2021FS	3		X		X		X			12:00	1:45	08/23/2021	12/11/2021
1																	
2																	
3																	
4																	
5																	
6																	
7																	

Total Credit Hours \_\_\_\_\_ \* Audit (fees apply; no academic credit for audited courses)

To DROP/Withdrawal Class(es)						Why are you dropping this course(s)? Please mark all that apply. <input type="checkbox"/> Schedule/section change <input type="checkbox"/> Registered for too many hours <input type="checkbox"/> Conflict with work <input type="checkbox"/> Dissatisfaction with instructor <input type="checkbox"/> Change of major/interest <input type="checkbox"/> Childcare/family conflict <input type="checkbox"/> Demands of the class were too great <input type="checkbox"/> Transportation problems <input type="checkbox"/> Financial problems <input type="checkbox"/> Other _____	Advisor/Instructor Notes:
	Dept.	Number	Section	Term	Hr		
1							
2							
3							
4							
5							

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Advising recommended for all students; advisor signature required for students on academic probation)

I understand that by registering for the above classes I am responsible to pay for these classes unless I officially drop them during the 100% refund period as published in the College catalog.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTRATION ---- FOR OFFICE USE ONLY				
By	Date	Eaton	Piqua	
		Greenville	Troy	
		E-mail		
		Mail		

## IMPORTANT NOTES

- If you are a new student, complete an Application for Admission before attempting to register.
- If you are on Academic Probation, you must secure an advisor's signature on this form in order to register.
- If you are a CCP student, please use the CCP registration form.
- For an advising appointment, call 937-778-8600.
- Transient students must attach proof of pre-requisites to the registration form. An **Official Transcript** must be on file, or you will be dropped from class.
- Any registration submitted after payment due date must include payment. Checks should be made payable to: Edison State Community College.

## HOW TO REGISTER

**Because we cannot confirm your identity, no registration activity will be accepted by phone.**

**Online** by pointing your browser to <http://myescc.edisonohio.edu/Student>

**In Person** at the Piqua, Greenville, Troy, or Eaton Campuses

**Through Email\*** by printing, signing, scanning, and emailing this form to [registration@edisonohio.edu](mailto:registration@edisonohio.edu). If you are a current Edison State student, you must use your @edisonohio.edu email address.

\* Registrations received by email may be delayed in processing. To avoid these delays and ensure your course preferences are granted, register online or in person.