

Registration/Add/Drop Form



Student's Last Name _____ First _____ Middle Initial _____

Student ID# _____ Current Phone Number _____ Date _____

Fall Spring Summer Academic Year **2016/2017**

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

PIQUA
 1973 EDISON DRIVE
 PIQUA, OH 45356
 937-778-8600

DARKE COUNTY
 601 Wagner Ave
 Greenville, OH 45331
 937-548-5546

REGISTRATION ---- FOR OFFICE USE ONLY			
By	Date	Piqua Campus	
		Darke Co. Campus	
		Mail-in	
		E-mail	
		Fax-in	

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	2016FS	3		X		X		X			12:00	2:45	8/29/16	12/17/16
1																	
2																	
3																	
4																	
5																	
6																	
7																	

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

To DROP 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 College Credit Plus, TechPrep and Academic Probation students)

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 _____

IMPORTANT NOTES

- If you are a new student, complete an Application for Admission before attempting to register.
- If you are a PSEOP, Tech-Prep, or Academic Probation Student, you must secure an advisor's signature on this form in order to register.
- For an advising appointment, call 937-778-7850.
- Transient students must attach proof of pre-requisites to the registration form.
- Any registration submitted after mail-in due date must include payment. Checks should be made payable to Edison 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://www.edisonohio.edu/webadvisor/>

In Person at the Piqua or Darke County Campuses

Through Email* by printing, signing, scanning, and emailing this form to registration@edisonohio.edu. If you are a current Edison student, you must use your @edisonohio.edu email address.

By Fax* to 937-778-4692

By Postal Mail* to the Edison campus you attend. Addresses are available at the top of this form.

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

Registration Procedures

(Register for classes in Web Advisor or Student Affairs (Room 160))

First time students

- Before you register for classes you must complete an application for admission and satisfy other admissions requirements. Call 937-778-8600 for information or inquire in Student Affairs, Room 160.

General Information

- Select classes with help of an advisor or faculty member. Obtain the advisor's signature if you are receiving or expect to receive financial aid or veteran's benefits.
- Print clearly the department, number, section, and term code. (These numbers are available in WebAdvisor Example:

Dept.	Number	Section	Term

- Current students can register for most courses through WebAdvisor –Students – Search/Register for Classes. If registration is not available to you in WebAdvisor, present your schedule request to Registration in Room 160 or mail to Enrollment Services..

- Students registering for an ONLINE class must demonstrate online-learning readiness through the XLN 100S Online Workshop or prior success in online courses.
- Consortium registrations must be approved by the Registrar. Registration for guest students will be during the week before the term starts.
- Senior citizens who plan to request tuition waiver may register for an “audit” during the week before the term starts.
- Registration is complete when payment is made or arrangements for payment have been made.
- To drop or withdraw from a class, log in to WebAdvisor – Students - Register and Drop Sections. Select the course you wish to drop or withdraw from and submit.

Special dates you need to know

Look in the current “Academic Catalog” or check with your advisor or Student Services (Room 160) for these dates:

- Registration opens
- Payment due for unpaid registrations
- Last date to register
- Last date for refund
- Last date to officially withdraw
- Starting dates for irregularly scheduled classes
- Deferred payment dates