



QUINCY COLLEGE

Quincy Campus Registrar
1250 Hancock Street, Quincy, MA 02169
(p) 617-984-1650 | (f) 617-984-1794

Plymouth Campus Registrar
36 Cordage Park Circle, Plymouth, MA 02360
(p) 508-747-0400 | (f) 508-747-8169

Add/Drop Form

A photo ID is required for all transactions.

Current Semester:

- Fall Winter Spring Summer I Summer II

Payment Method:

- I receive Financial Aid I receive Veteran Benefits A third party employer is billed for my tuition

Original Form of Payment:

- Cash Credit Card Check

Quincy College Official Use

Date Received: _____

Student ID#: _____

First Name	Middle Name	Last Name	Student ID #
Street	City	State	Zip Code
Phone Number	Social Security # (last 4 digits) XXX-XX- _____		

Please **PRINT** below. Check the Add/Drop boxes according to your desired course changes. If you'd like to move into a different section of the same class, please list the new section number in the last column.

Important Note: You can only ADD 15-week courses prior to the start of the 3rd class meeting. You can only ADD Flex Semester courses prior to the start of the 2nd class meeting.

Course Code	Course Title	Add	Drop	Section Change (List new section number)

REFUND POLICY

15 Week Semester Courses:

- 100% by the 2nd Friday since the start of classes
- 50% by the 3rd Friday since the start of classes
- 0% after the 3rd Friday since the start of classes

Flex Semester Sessions (Non-15 Week Courses):

- 100% the day prior to the start of the 2nd class meeting
- 50% the day prior to the start of the 3rd class meeting
- 0% the day of the 3rd class meeting

Please Note: The official date of drop is the day the Registrar's Office receives written notice of drop.

CERTIFIED (For Quincy College Official Use)

Date: _____

Processed by: _____