Course Drop/Add & Program Withdrawal

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8
f: 604.443.8450
e: records@vcc.ca
www.VCC.CA

Email to records@vcc.ca or submit in person to the Registrar's Office at any VCC campus.

If you are an international student please contact the IE Office (study@vcc.ca) in advance to learn about how the withdrawal will impact your immigration status and refund eligibility.

Check one: ❒ Course Drop ❒ Course Add ❒ Program Withdrawal

Personal Information

Student ID

Last name (family name) | First name

Name while attending VCC (if different from above) | Birthdate (DD/MM/YYYY)

Phone | Email

Calendar year of attendance (YYYY) | Name of program/course

☐ Full-time studies ☐ Part-time studies Student type: ☐ Domestic ☐ International

Student signature | Date (DD/MM/YYYY)

Course Drop

Department Only – Course Add

Course name/number	CRN	Course name/number	CRN
		Instructor signature:	

Program Withdrawal

Name of program

Reason for Drop/Withdrawal

❒ financial ❒ health ❒ personal ❒ job related ❒ moving ❒ course/program difficulties ❒ too many courses ❒ switching schools

❒ other:

continued on next page →

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VANCOUVER COMMUNITY COLLEGE

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(Continued)

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To be Completed by Department Only

☐ **Required to withdraw**

Term

Last day of attendance

Date MM/DD/YYYY

Instructor

Instructor signature

☐ The department head and/or instructor has notified the student of this drop/withdrawal

Registrar's Office Use Only

☐ **Course drop/withdrawal**

D5 → **Admissions**

W0/AW → **Cashiers if refundable**

☐ **Program drop/withdrawal**

First day of program → **Records**

D5 → **copy to Admissions**