



# LaGuardia Community College

Enrollment Services Center, C-107 • 31-10 Thomson Avenue • Long Island City, New York 11101

## OFFICE OF THE REGISTRAR OFFICIAL WITHDRAWAL FORM

**PLEASE NOTE:** This form is to be used to withdraw from a course after the Change of Program period. Consult the Academic Calendar for the specific deadline date for each session. Official withdrawal from a course or courses does not entitle a student to a tuition refund. **PRINT CLEARLY IN INK.**

### STEP 1 – Complete the following information and sign this form:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Name Student ID Number

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Dept. Course Section Course Title Last Date of Attendance  
3 Letter 3 Numbers 4 Numbers

*I hereby certify that I fully understand all the consequences of withdrawing from this course. I understand that even though I officially withdraw from a class, I still must pay the tuition and fees for this semester.*

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

### STEP 2 – Check to see if the course from which you are withdrawing is on this list:

<u>CSE</u>	<u>CSX/CSZ</u>	<u>ENA/ESA</u>	<u>ENG</u>	<u>ENZ</u>	<u>ESL/ESR</u>	<u>FSE/FSM</u>	<u>MAT</u>
095	099	099	098	099	097, 098	All	095
099			099		098	Sections	096

If it is, see a counselor in room C-239 or an Academy Coordinator in room C-740 for permission to withdraw from the course.

If you are a College Discovery student, you **must** have your College Discovery counselor's signature (Go to the College Discovery Office, Room C-249).

\_\_\_\_\_  
Advisor's Name (Last) (First) Date Advisor's Signature

**STEP 3 – Return this form in person to the Enrollment Services Center C-107 by the deadline date published online or in the Schedule of Classes. Withdrawal forms will NOT be accepted by mail.**

### OFFICE USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED BY REGISTRAR: \_\_\_\_\_

WHITE COPY – REGISTRAR'S OFFICE

YELLOW COPY - STUDENT

