

Registration & Change Form

For degree programs and credit courses

Term Enrolling: Summer Fall Winter Spring Year: _____

TBCC ID Number: _____ **Date of Birth:** ____/____/____ **Gender:** Female Male

Name: _____
Last First MI

Mailing Address: _____
Street Apt # City State ZIP

Telephone number: _____

1. Check here if this is a new address or phone 2. Check here if change of major: _____

STUDENT SIGNATURE REQUIRED: _____ **Date:** _____

Your enrollment with Tillamook Bay Community College signifies your consent to, and acceptance of, all policies and procedures governing your enrollment, including financial liability. If you fail to remit payment when due, you promise to pay TBCC all reasonable costs for collections, including collection agency fees.

REGISTRATION ADDS		ONLY COMPLETE THIS SECTION IF AN OVERRIDE IS NEEDED			
Section #	Course Title	Grading Option	Instructor to Check all Approved Overrides	Department/Instructor Signature Required for Overrides	Office of Instruction Signature
		<input type="checkbox"/> A – F <input type="checkbox"/> P – NP	<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Add from Waitlist		
		<input type="checkbox"/> A – F <input type="checkbox"/> P – NP	<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Add from Waitlist		
		<input type="checkbox"/> A – F <input type="checkbox"/> P – NP	<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Add from Waitlist		
		<input type="checkbox"/> A – F <input type="checkbox"/> P – NP	<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Add from Waitlist		

Overrides: **Late Add** – Authorization to override the class limit or register AFTER the first class session. **Department/Instructor Approval** – Student has passed required placement, testing, or screening. **Waitlist Add** – The student is on the waitlist and has the instructor approval to register for the class.

REGISTRATION DROPS	
Section #	Course Title

Grading Options

You must select the type of grade you would like to receive in each course you take. If you do not specify, the default option for that course will be selected. Audit requires the instructor signature in the space below.

PREREQUISITE OVERRIDE			
Section #	Course Title	Instructor Signature	Office of Instruction

Students who have not met prerequisites for the course(s) listed in the Registration Adds section must receive authorization from the instructor(s) in order to register. Complete the course information in the boxes above, obtain the instructor's signature for each section, and take this form to the Office of Instruction for approval. A signature in the Registration Adds section of this form is not enough to override prerequisites.

AUDIT PERMISSION			
Section #	Course Title	Instructor Signature Required for Overrides	Office of Instruction