



Registration & Change Form

FOR DEGREE PROGRAMS AND CREDIT COURSE

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: _____ Check here if this is a new address or phone

REQUIRED STUDENT SIGNATURE: _____ **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, by signing this you promise to pay TBCC all reasonable costs for collections, including collection agency fees.

REGISTRATION ADDS				
Section #	Course Title	Check all Approved Overrides	Instructor Signature Required for Overrides	Office of Instruction
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval		
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		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval		

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

All grade options are set to the default (generally A-F) at registration. To change to an optional grade selection, a student registered in the course must fill out the GRADE OPTION CHANGE form available in Student Services. 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. 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