



Adult Basic Education (ABE) ENROLLMENT TRANSACTION FORM

SCC Registration Office (MS 2151) Building 15
Fax: 509.533.8181
Email: SCC.NCRegistration@scc.spokane.edu

Fill out this form if you want to add or drop ABE classes. After you fill it out and sign it, send it back to the college by email, fax, mail, or bring it in person to Student Services, Bldg 15, Bigfoot Central. It may take 2-3 business days to process your changes before you can see your updated schedule in ctcLink. If you need to change your preferred name or address, you can do it in your ctcLink Student Center or by filling out a Name and Mailing Address Change form to change your legal name. After the quarter has started, some ABE classes may require a Late Enrollment Request to ask for permission. Your Academic Counselor or Pathway Specialist will let you know if you will be required to submit that form.

Quarter: Summer (Jul-Aug) Fall (Sep-Dec) Winter (Jan-Mar) Spring (Apr-Jun) Year: 20

First Name: Last Name: ctcLink Identification Number: (#####)

Phone: Email Date of Birth:

if different than ctcLink record

ADD A CLASS

| Class Number (example: 12345) | Subject (example: ABE, AE, ESL) | Catalog Number (example: 101, 113) | Class Name (example: ABE Q1-Q3, Math Essentials, ESL 1 Writing-Listening) | Start Date (For Open Entry) | Credits / Units Taken: Maximum ABE class credit load=25 | Added to class waitlist | Counselor Signature to override 25+ credit/unit load | Instructor or Counselor Initial to Override Time Conflict(s) |
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DROP A CLASS

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|-------------------------------|---------|----------------------|------------|------------|--|---------------------|------------------------|-----------------------------|
| Class Number (e.g., 12345) | Subject | Number (101, 113) | Class Name | Start Date | Last Date Attended For Open Entry/Var Credit | Attendance Hours | Credits/Units Taken | Drop Reason ^{1, 2} |
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1. For Open Entry Classes (ABE) - Drop Reason must be specific to be considered for refund exceptions. A drop reason of "Personal" will reflect as a student-initiated drop and may result in zero refund. Short-Course/Dynamic-Dated refund dates are pro-rated. | 2. For Academic Track (AE, ESL) classes – Classes follow the standard academic calendar. See the important dates online for complete refund information. Refunds are processed by the Business Office and take 10 working days to complete.

Student Signature: By signing this form, you agree to pay all charges that result from the processing of this request.

Signature:

Date:

FOR OFFICE USE ONLY

Instructor / Tech Initiated Drop* ☐ Registration Transaction Entered Name: Date:

* For Open Entry Credit Classes (ABE) ONLY. For Academic Track (AE) use the Instructor-Initiated Drop form, available the 3rd – 5th Days of the quarter only.