



# Adult Basic Education ENROLLMENT TRANSACTION FORM

SCC Registration Office (MS 2151) Building 15  
 Fax: 509-533-8181  
 Email: SCC.NCRegistration@scc.spokane.edu

Quarter:  Summer  Fall  Winter  Spring Year: 20

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ ctclink Identification Number: (#####) \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 if different than ctclink record

## ADD A CLASS

Class Number (e.g., 12345)	Subject (ABE, AE, ESL)	Number (101, 113)	Class Name (e.g. ABE Q1-Q3, Math Essentials, ESL 1 Writing-Listening)	Start Date*	Credits / Units Taken**	Added to class waitlist	Counselor Signature to Override Maximum Credit/Unit Load***	Instructor or Counselor Initial to Override Time Conflict(s)	3rd – 5th day of the quarter instructor signature required to add a class

\*Required for OEE/Community Track/Variable Credit Classes | \*\*Variable credit classes/units taken must be commensurate with attendance hours. | \*\*\*Maximum ABE credit load is 25.

## DROP A CLASS

Class Number (e.g., 12345)	Subject	Number (101, 113)	Class Name	Start Date	Office Use Only			
					Last Date Attended <sup>1</sup>	Attendance Hours <sup>2</sup>	Credits/Units Taken <sup>2</sup>	Drop Reason <sup>3, 4</sup>

1. Required for OEE/Community Track/Variable Credit Classes. | 2. Variable credit classes/units taken must be commensurate with attendance hours. | 3. For OEE/Variable Credit 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. | 4. 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor / Tech Initiated Drop* <input type="checkbox"/>	<b>FOR OFFICE USE ONLY</b>	
	<b>Registration Transaction Entered</b>	<b>Date:</b>
<b>Name:</b>		<b>Date:</b>

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