



RENTON
TECHNICAL
COLLEGE®

Registration Add/Drop Form

Email the completed form to registration@rtc.edu
or submit in person at the Registration counter.

Student Information

Last Name _____	First Name _____	Middle Initial _____	Date of Birth _____
ctcLink ID Number _____	Email Address _____		

Quarter and Year of Enrollment

Winter Spring Summer Fall Year: _____

Class Information

Add/Drop	Class Number	Course Subject	Course Number	Overrides Approved	Instructor/Adviser Signature
				By Instructor: <input type="checkbox"/> Class Cap	
				By Adviser: <input type="checkbox"/> Requisites <input type="checkbox"/> Time Conflict	
				By Instructor: <input type="checkbox"/> Class Cap	
				By Adviser: <input type="checkbox"/> Requisites <input type="checkbox"/> Time Conflict	
				By Instructor: <input type="checkbox"/> Class Cap	
				By Adviser: <input type="checkbox"/> Requisites <input type="checkbox"/> Time Conflict	
				By Instructor: <input type="checkbox"/> Class Cap	
				By Adviser: <input type="checkbox"/> Requisites <input type="checkbox"/> Time Conflict	

By signing below, I confirm my agreement with the terms and conditions of enrollment as explained and referenced on the reverse side of this form.

Student's Signature: _____ Today's Date: _____

Tuition, Drop & Refund Policy: Dropping a class after the 10th day of class will result in a ‘W’ on your transcript. A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. Starting the first day of class, RTC grants refunds as follows: 1st to the 5th instructional day – 100%, 6th to 20th instructional day – 50%, after the 20th instructional day there is no refund. If the duration of a class is different from the academic calendar, the refund is calculated based on the equivalent percentage of time. Adding and/or dropping classes may impact a student’s account and/or financial aid. Students are responsible for any charges and should verify any changes with the Financial Aid Office. For the complete refund policy, visit: www.rtc.edu/student-life/student-services/enrollment-services/tuition-refund.php

Disability Resource Services: Services are available for students who need disability or other accommodation. For more information, please contact: Disability Resource Services | 3000 NE 4th Street, Renton, WA 98056 | Bldg. J, Room 218 | (425) 235-7854 | drs@rtc.edu

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding this policy:

Lesley Hogan | Title IX / EEO Coordinator, Vice President of Human Resources | 3000 NE 4th Street, Renton, WA 98056 | (425) 235-7873 | titleix@rtc.edu or lhogan@rtc.edu

Notes (Staff Use Only):