

SPRING 20__

SUMMER 20__

FALL 20__

Ohlone College

***ADD/DROP FORM**

Today's Date ___/___/___

Last Name	First Name	MI	Student ID/SSN	Telephone Number

*This form may only be used for adds prior to the last day to add with the instructor's signature.

	Synonym No.	Dept	Course/Sec No.	Course Title	Units	Time	Day	★Instructor Signature-required if class is filled
ADD								
ADD								
ADD								
					★ Instructor's signature does not override any holds or prerequisites.			
DROP					<u>Processed on/by:</u>			
DROP					Date			
DROP					Staff			
Student's Signature:					Student's E-mail Address:			

Deposit form in the A & R Document Drop Box (Building 1, first floor) for processing, if all required information and signatures are complete.

Avoid spending your time in line; get online!
Use WebAdvisor for your registration needs

Register for any open class during the add period using WebAdvisor (<https://webadvisor.ohlone.edu>). If the class is full, put yourself on the waitlist and attend the first class meeting.

Sign up for WebAdvisor Services online via the Ohlone Web page <https://www.ohlone.edu>

CURRENT WebAdvisor services include:

- Register, add, and drop classes
- Waitlist for filled classes
- Monitor waitlist priority
- Print your class schedule
- Pay for classes with a credit card
- Review student account
- Check your grades
- Print unofficial transcript
- Order enrollment verifications
- Check status of transcript and enrollment verification requests
- Update e-mail address



Search for class availability at any time using "Search for Classes" on WebAdvisor (<https://webadvisor.ohlone.edu>)

TIPS FOR REGISTERING 

- Submit a new application if you did not attend Ohlone the previous semester.
 - Meet course prerequisites.
 - Attend an orientation (new students).
- Complete overload petition if registering for 18 units or more during Fall or Spring (Summer-9.0 units or more).
 - Pay any student account balance.

Use the Admissions and Records Document Drop Box in the Lobby of Building 1 to submit forms.

Use the Cashier's Payment Drop Box in the Lobby of Building 1 to submit payments.