



SC Student ID: _____

High School: _____

Term: Fall 20____ Spring 20____ Summer 20____

High School Course Management Form

Legal Name: _____
 Last First Middle Preferred Name

Mailing Address: _____
 Number & Street or PO Box City State Zip Code

Date of Birth: _____ Phone Number: _____ Personal Email: _____

COURSE CHANGES

Add/Drop	Course Number	Credits	Instructor	Prerequisites Met	Office use only:
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐ N/A	☐ Dual ☐ Jump ☐ Concurrent

Reason for Drop/Withdraw:

☐ Administrative Withdraw ☐ Health ☐ Changed Mind ☐ Left/Moved Away
☐ Conflict with Family/Work ☐ Military ☐ Dissatisfied - Class ☐ Personal
☐ Dissatisfied - Grade ☐ Registered for Wrong Course ☐ Financial ☐ Too Difficult
☐ Other _____

TEST SCORES / PREREQUISITES

ACT: Math: _____ Reading: _____	Accuplacer: Math: AAF: AR: _____ Reading: _____	Prerequisite Met: _____ For course: _____ For course: _____
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Initial each statement to indicate consent and understanding:

____ Self-Pay & Homeschool Only: I have read and understand the refund policy. I understand that I have enrolled in classes and that I am responsible for payment for these classes. Nonpayment of tuition and fees or nonattendance do not constitute an official withdrawal, and I will be liable for tuition, fees, and grades earned.

____ My signature acknowledges that I understand that withdrawal from the above listed course(s) or changes in my schedule due to dropping and/or adding classes may affect my future financial aid** (i.e., veterans benefits, Pell, student loans, scholarships) and/or graduation status.

____ If I have any holds related to Student Financials, Orientation, or Student Conduct, I will be prevented from registering or adding any classes until resolved. This action becomes effective upon receipt by the Enrollment Services Staff.

Important Information**Adding or Dropping Courses**

- Once you have registered for any course(s) and then find you must adjust your schedule by dropping a course(s), you need to complete the High School Course Management Form (drop & refund deadlines will apply).
- If you are under the age of 18, or a home school student, all forms must be signed by a parent or guardian.
- Depending on when a drop is requested, there may be a "W" grade on your college transcript.
- All grades earned through JUMP courses will become a part of your permanent college record. D, F, and W grades may impact your future eligibility for federal or other financial aid.
- Visit our website for more information on Sheridan College policies and procedures:
<https://www.sheridan.edu/about/board-of-trustees/policies-procedures/>

Approval (Must Be Completed)

By signing below, I, the student, authorize NWCCD to release information to my high school. I understand that information may be released orally, electronically, or in the form of copies of written records. I understand that by adjusting my class(es), I will be using up part of my twenty-four credits under the dual program. I understand that if I do not participate during the first week of classes, I will be dropped from class(es), and this will count towards my twenty-four credit hours. I understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

Student Signature**Date**

Please be advised that college-level courses offered by this institution include material that is academically rigorous and may address complex, sensitive, or mature themes. These courses are designed for adult learners. The student will be completing the same college-level curriculum and assessments required by the course(s) identified. No modifications will be provided. All college courses become part of the students' permanent college record/transcript.

Your student is requesting to register for a college course and under the age of 18. By signing below, you provide your agreement that your student has your permission to register in a college course for the 2026-2027 academic year.

Parent/Guardian Signature if student is under 18 years of age**Date**

The undersigned high school official hereby approves of this student enrolling in the course(s) listed on this form and certifies that the student meets the requirements for enrollment. Course(s) "shall be counted towards the graduation requirements of the district" and "shall be made a part of the participating student's records maintained by the district." (Wyoming statute 21-20-201)

High School Counselor/Administrator Signature**Date****Billing Information – Required for Self-Pay and Homeschool students**

Once the student is designated self-pay, it is the student's responsibility for all charges. Please complete the information below for the person financially responsible for this bill. Designation of a responsible party indicates consent for the college to discuss the bill with the party designated.

If the student is 18 years of age, the student indicates acceptance of obligation for payment of the course (s) taken unless the student designates a responsible party by completing the form below.

Person (or Organization) responsible for payment: _____

Relationship to Student: _____

Mailing Address: _____

Phone: _____ Email: _____

Student Signature (if student is 18 years of age, student indicates acceptance of obligation for payment)

Date

Parent/Guardian Signature if student is under 18 years of age

Date

Office Use Only**Business Office:**

Processed Billing:

Initials:

Date: