



West Virginia Northern Early Access Program – Add/Drop Form

Indicate: **ADD:** ____ **DROP:** ____

Semester / Year ____/____ **Today's Date:** ____/____/____

Please Write Clearly & Print All Information & Use INK! (No Pencil Accepted)

Student Name: _____ **WVNCC ID #:** N000 _____ **(N000#####)**

High School: _____

ADD COURSE(S)							
Indicate Course Status Below (X)			WVNCC CRN (If available)	WVNCC Course Code / Title and/or (For Dual Enrollment) Equivalent High School Course Code / Title	Indicate class location (X)		
LU	DC	GE			Online	High School On-site	WVNCC On-site <small>*Specify Campus</small>
	X		54321	<i>EXAMPLE</i> Math 108: College Algebra - Algebra III		X	

DROP COURSE(S)	
WVNCC CRN	Course Title

**Please note that the High School Counselor / Designee must provide the authorization signature for the drop and/or add pertaining to dual credit and Level Up course(s).*

Date: _____

Authorization Signature (Please circle): *Student Parent/Guardian HS Counselor/Designee*

TUITION REFUND POLICY

Only in cases where the College cancels class **or a student withdraws prior to the first day of the semester** or prior to Sunday evening at midnight the week the class starts for those classes with a delayed start, will full tuition and course fee(s) be refunded. Students who totally withdraw from all their classes will have their tuition adjusted according to the schedule listed on the current academic calendar and/or as noted on the tuition and fees information located on the WVNCC website.

Enrollment Descriptions

- General Enrollment (GE):
 - High School students earning college credit only.
 - Cost: \$70.00 per credit hour + \$25.00 program fee per semester
- Dual Credit Enrollment (DC):
 - High School and College Credit for the same course (Pending High School BOE agreement/approval)
 - Cost: \$70.00 per credit hour + \$25.00 program fee per semester
- Level Up Dual Credit Pathway Program (LU): WV High School Students Only per WV Code: 18B-14-4
 - Limited to High School students who are in their junior and senior years of instruction unless the pathway has an approved waiver to start earlier.
 - High School and College Credit for the same course per specific approved program pathway
 - Level Up Pathways (Must have an active MOU with High School or individual Homeschool participant)
 - Student Cost: Paid by State of WV Higher Education Policy Commission (Not Available during the Summer Semester)

**Level Up only funds initial attempts; therefore, a withdrawn course revisited or repeat course attempted will not be funded. Any class not approved by Level Up will then become the financial responsibility of the student at the standard dual enrollment tuition cost. Participant must be a West Virginia Resident.*

Internal Office Use Only	Adjustment Date	Early Access Team Member	Confirmation	Imaging ID
Use Only	_____	_____	Yes ____ No ____	_____