



Peralta Community College District
Admissions and Records

Berkeley City College
College of Alameda
Laney College
Merritt College

Refer to the Academic Calendar in the Schedule of Classes or your Class Schedule in Passport to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W".

- Completely fill out the DROP card.
- Sign the DROP card. The instructor's signature is **NOT** required.
- Take the DROP card to the Admissions and Records office.

Student Name: _____		Student ID: _____	
Class Code: _____ <small>i.e. 42045</small>		Dept. & Course #: _____ <small>i.e. NUTR 010</small>	
Units: _____			
For the: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring		Term of: 20 _____ College: <input type="checkbox"/> Alameda <input type="checkbox"/> Berkeley <input type="checkbox"/> Laney <input type="checkbox"/> Merritt	
Effective Date of DROP (Today's Date): _____			
Student's Signature: _____			
OFFICE USE ONLY			
Processed By _____			
Date _____			

****IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT THIS DROP CARD TO THE CAMPUS ADMISSIONS AND RECORDS OFFICE.**

Rev. 11/5/2014