

# Drop Form

*This form cannot be used to withdraw from all of your courses within a single term. Please contact the Registrar's Office for a Withdrawal Form if you wish to withdraw from the term.*



## Can you still [drop](#) your course(s) using [My Northeast](#)?

If the period in which you are able to drop using your My Northeast account is still open, you will need to drop your course(s) using your account. If you have difficulty accessing your My Northeast account, please contact the [Service Center](#) using the link provided, by emailing [help@northeast.edu](mailto:help@northeast.edu) or calling 402.844.HELP (4357).

### Drop schedule timeline using My Northeast:

Full semester courses (Fall or Spring term)

- Drop in My Northeast through the second week of the term. *(This is also the 100% refund period.)*

Eight week courses (either 1<sup>st</sup> eight weeks or 2<sup>nd</sup> eight weeks)

- Drop in My Northeast through the first week of the course. *(This is also the 100% refund period.)*

Summer courses

- Due to multiple start dates throughout the Summer term, please attempt to drop using My Northeast before completing this form or contact the Registrar's Office (402.844.7265) for exact dates.

***When the drop period using My Northeast is over, a Drop Form must be completed and processed by the Registrar's Office to drop any course(s).***

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### Drop Form Requirements:

1. You must remain in at least one course to use the Drop Form. If you are withdrawing from all of your courses, please contact the Registrar's Office for instructions or stop in the Registrar's Office in the College Welcome Center to pick up a Withdrawal Form. **YOU MAY NOT USE THIS FORM TO DROP ALL OF YOUR CLASSES.**
2. Students may only drop courses through the last day to drop. The drop dates are listed on the [Student Calendar](#) on pages 4-5 of the College Catalog. You may also contact the Registrar's Office ([registrar@northeast.edu](mailto:registrar@northeast.edu) or 402.844.7265) for these dates. Drop forms received after the last day to drop will not be processed.
3. See our [Refund Policy](#) for course refund information or contact our Accounts Receivable Office at 402.844.7001 for exact dates.
4. Every field on the Drop Form must be completed. You can find all of the required information in your [My Northeast](#) account. If you have difficulty accessing your My Northeast, please contact the [Service Center](#) using the link provided, by emailing [help@northeast.edu](mailto:help@northeast.edu) or calling 402.844.HELP (4357).
5. If you are faxing this form to the Registrar's Office, we suggest that you call the office at 402.844.7265 once you have faxed the form to be sure it was received, is legible and can be processed.

**Mail completed form to:** Registrar's Office  
Northeast Community College  
P.O. Box 469  
Norfolk, NE 68702-0469

**Fax completed form to:** 402.844.7396

**Northeast Community College does not accept emailed or electronically submitted Drop Forms.**

If there are any issues that prevent or impact the processing of this form, we will make one attempt to contact you using the information you provide below. If the initial contact attempt is unsuccessful, this form will be filed as unable to be processed and no further attempts at contact will be made. Please check your [My Northeast](#) account to verify that the drop was processed. If you have questions, please contact the Registrar's Office at 402.844.7265.

**CONTACT INFORMATION:** *Information must be legible. Please print carefully.*

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*The contact information provided above is used only in the event that we need to contact you regarding this form. If you need to change your contact information, please make those updates in your [My Northeast](#) account.*

**Drop Form**

Check One Term:  Fall Term

Spring Term

Summer Term

\_\_\_\_\_ ID Number or Social Security Number \_\_\_\_\_ Major

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial

CRN #	Subject	Course #	Cr. Hrs.	Course Title	Course Drop Process
					<p><u>You must read and sign the bottom of this form before the request will be processed.</u></p> <p>No advisor or instructor signatures are required to drop a course(s) as long as you remain enrolled in at least one other course.</p>

In signing this form, I acknowledge my understanding that withdrawal from any course may impact the following:

**Academic Support** College Welcome Center 402.844.7719 advising@northeast.edu

- Current or Future Course Enrollment Eligibility (including co-requisite/pre-requisite requirements)
- Graduation Status
- Limited Enrollment Program Eligibility

**Accounts Receivable** College Welcome Center 1121 402.844.7001 ars@northeast.edu

- Bill
- Ability to Request a Transcript

**Financial Aid** College Welcome Center 1118 402.844.7285 finaid@northeast.edu

- Current or Future Financial Aid Eligibility
- Scholarship Eligibility

**Housing** College Welcome Center 1128 402.844.7172 jennifers@northeast.edu

- Campus Housing Eligibility

**Veteran Support** College Welcome Center 1214 402.844.7730 karenh@northeast.edu

- Military Benefits

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date