

Transfer Form

Do not use this form for Youth Classes, Ed2Go Classes, and/or APPE/ESL Classes.
Visit <http://cms.montgomerycollege.edu/wdce/register/transferpolicy.html> for special instructions.
To transfer from one CRN# to another, of the same course, you must submit the request in writing to
WD&CE Customer Service location before the beginning date of both courses.

College ID Number:

Birth Date - -

Month Day Year

Last Name First Name Middle Initial

Home Phone E-Mail _____

Please Transfer the following class(es):

CRN #	Course #	Transfer to	CRN #	Course #
		TO		
		TO		
		TO		
		TO		
		TO		

Note: If you have registered as a noncredit student in a co-listed class, and wish to change from noncredit to credit status, you will have only one day after the class has begun to transfer to credit status. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

To drop a class, please use the DROP Form. To received a full refund for a class, you must officially drop the class before the refund date indicated on your registration form. For one-day classes, you must drop the class before the class start date.

Student Signature Required

Date

To submit completed form:

Mail to: Montgomery College WD&CE
Attn: Transfer of Class
12 S. Summit Avenue
Gaithersburg, MD 20877

Or Fax to: 240-567-1877

Or in Person: Deliver to any WD&CE Customer Service office.

For Office Use Only

Received Date: _____