TRANSFER FORM Workforce Development & Continuing Education

## Please Print Clearly MONTGOMERY COLLEGE Transfer Form

Do not use this form for Youth Classes, Ed2Go Classes, and/or APPE/ESL Classes.

Visit https://www.montgomerycollege.edu/workforce-development-continuing-education/registration-information/index.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:	M 2		Birth Date	
Last Name			First Name Mid	Idle Initial
Home hone		E-Mail		

Please Transfer the following class(es):

CRN #	Course #	Transfer to	CRN #	Course #
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**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 sub	omit completed form:	
Mail to:	Montgomery College WDCE Attn: Transfer of Class 51 Mannakee Street, CC220 Rockville, Maryland 20850	For Office Use Only Received Date:
Or Fax t	<b>o:</b> 240-683-6945	
Or in Pe	rson: Deliver to any WD&CE Customer Service of	ffice.

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