

**TRANSFER FORM**

Workforce Development and Continuing Education

*Please Print Clearly***MONTGOMERY COLLEGE**

# Transfer Form

Do not use this form for Youth Classes, Ed2Go Online Classes, and/or ESL Classes.  
Visit [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and search for [WDCE Transfer Policy](#) for special instructions.

To transfer from one CRN# to another, of the same course, you must submit the request in writing to  
[WDCE Customer Service Location](#) before the beginning date of both courses.

College ID Number: M 2 Birth Date  -  -   
Month Day Year  
Last Name  
First Name  
Middle InitialHome Phon   
E-Mail \_\_\_\_\_**Please Transfer the following class(es):**

CRN #	Course #	Start Date	End Date	Transfer to	CRN #	Course #	Start Date	End Date
				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 receive 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 WDCE  
Attn: Transfer of Class  
51 Mannakee Street, CC220  
Rockville, Maryland 20850

**Or Fax to:** 240-683-6945**Or in Person:** Deliver to any [WDCE Customer Service office](#).Visit [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and search for [WDCE Transfer Policy](#) for special instructions.

For Office Use Only

Received Date: \_\_\_\_\_